VOLUNTEER APPLICATION FORM

THANKS FOR YOUR INTEREST IN VOLUNTEERING AT BRAP.

To apply for a place, please:

* complete sections A and B below **OR**
* send us your CV and complete section B below

Send your completed application and/or CV to:

Office Manager

brap Recruitment (Volunteer)

The Arch

Unit F1

48-52 Floodgate Street

Birmingham

B5 5SL

or email it to ghiyass@brap.org.uk (mark your email ‘Confidential’ and indicate volunteer in the subject).

If you have any questions or queries, please feel free to give us a call on 0121 272 8450 or email us at brap@brap.org.uk.



SECTION A

(**don’t** complete this section if you’re sending us a CV)

# 1. Personal Details

|  |  |
| --- | --- |
| Title (if used) |  |
| First name |  |
| Surname |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Contact number |  |
| Email address |  |

**2. Additional relevant information in support of your application**

Please use the space below to tell us a bit about yourself (your employment and education history, any previous volunteering experience: in fact, anything that would make you a great volunteer at brap). Limit: 300 words.

|  |
| --- |
|  |

SECTION B

(please complete this section)

**3. Why I want to volunteer at brap**

Please use the space below to tell us why you want to volunteer at brap. In particular, we’d like to know what you want to get out of your volunteering experience. To answer this, it might be useful to know we’re on the lookout for volunteers with an interest in: policy and research; training; administration; community development work; youth work; support to deliver on the ground projects. Limit: 400 words (can be a lot less).

|  |
| --- |
|  |

**4. Days and times available**

We won’t hold you to this, but it would be useful to have an indication of when you’re available to volunteer.

|  |  |  |
| --- | --- | --- |
|  | AM | PM |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| WEEKEND |  |  |

Dates available (if relevant):

|  |  |
| --- | --- |
| From: |  |
| To: |  |

**5. The boring bits**

The information contained in this application form may be used by brap in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs, you will be identifiable. The information may be disclosed to the following third parties:

* survey and research organisations (for monitoring purposes only)
* local government authorities
* central government authorities
* organisations that handle or investigate the proper use of public funds
* law enforcement authorities

Application forms will be destroyed after 12 months. For more information about your rights in relation to this data, please visit: www.brap.org.uk/privacy.

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

consent to brap recording and processing the information contained in this application form. I understand that this information may be used by brap in pursuance of its business purposes and my consent is conditional upon brap complying with its obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form and any accompanying CV is true and correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equality & Diversity Monitoring (CONFIDENTIAL)**

**Please fill in and return the following monitoring sheet along with your application form. This information will be used solely to help us monitor our equal opportunities in employment policy and will not be used in the recruitment process.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To help us monitor our equal opportunities in employment policy please tick or complete the following boxes as appropriate.

**Ethnic origin**

Choose one section from (A) to (F) then tick the appropriate box to indicate your ethnic background. Categories are based on the 2011 Census.

**(A) White or White British**

British Irish

Other Gypsy/Traveller

Any other White background, please write in below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(B) Mixed**

White and Asian

White and Black/African

White and Black/Caribbean

Asian and Black

Any other Mixed background, please write in below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(C) Asian or Asian British**

Indian

Pakistani Bangladeshi

Any other Asian background, please write in below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(D) Black or Black British**

Caribbean African

Any other Black background, please write in below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(E) Chinese or Chinese British**

Chinese/Chinese British

**(F) Any other ethnic group**

Any other ethnic group, please write in below

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender**

I am: female male other

**Disability**

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

Do you have a disability as defined above?

Yes No

If the above does not apply to you but you consider yourself to have a disability, please tick here:

What disability do you have?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment status**

Are you currently:

employed? unemployed?

**Sexual Orientation**

Heterosexual Other

Gay Lesbian

**Religion or Belief**

Christianity Judaism

Buddhism Islam

Sikhism Hinduism

None

Other (please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Age**

Please state your age:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job advertisement**

How did you first find out about this job?

brap website

Other website (please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Word of mouth

Email flyer

brap Bulletin / newsletter

Other (please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_