

RE ID:	
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Volunteer Application Form

Title: Mr/Mrs/Miss/Ms/Dr/Rev/Other	Contact No 1:
First Name:	Contact No 2:
Last Name:	Email:
Address:	Date of Birth:
	In an emergency, who should we contact
	Name:
	Relationship:
Post Code:	Contact number:

Please indicate which store, day(s) & times you can offer:

Devonport / Embankment Road / Estover / Ivybridge / Newton Abbot / Saltash / St Budeaux / Transit Way							
Day(s)	Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>	Thurs <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Times							

Are you responding to a specific advertised role? If so please specify:

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Below is a list of just some of the roles which we carry out every day in store. Please indicate if any of these would be of particular interest to you:

Sorting & Pricing of Donations	In Store Administration
Merchandising and Displays	Housekeeping – Shop Floor & Donations
Counter Server including Cashier Works	Delivery Van – Some stores only
Other Interest or Role – Please Specify:	

If you are looking to work on our Delivery Van:

Do you hold a full UK driving license?	Yes / No	License Number:	
Do you have any driving convictions or points?	Yes / No	Please Specify:	

Do you have any particular hobbies or interests you might like to use?

Have you previously worked in a charity shop or retail environment? If so please provide some details:

What do you wish to gain from volunteering with Hannahs?

Do you need any additional support?

Meeting your needs: if you have any health or disability challenges that mean you require additional support or equipment, please tell us.

Please provide two references from people who can comment on your experience and suitability to volunteer. We **DO NOT** accept references from family or friends .

Contact Name:	Contact Name:
Company Name:	Company Name:
Address:	Address:
Contact No:	Contact No:
Email Address:	Email Address:
Relationship:	Relationship:

Criminal Convictions – Do you have any criminal Convictions? Yes No

If your role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, some applicants who are offered a volunteer role may be subject to an enhanced safeguarding screening carried out by the Disclosures and Barring Service before volunteering can go ahead. The screening process will include details of cautions, reprimands and final warnings, as well as convictions and any other information that may have a bearing on suitability for the volunteer post.

Asylum and Immigration Act 1996

Most nationals of non-EU countries need a work permit to take up unpaid voluntary work in the UK

Do you need a permit? Yes No

I agree that my basic records may be kept on computer/database under the provisions of the Data Protection Act 1998. I confirm that the information I have given on this application form is true and correct to the best of my knowledge. I confirm that I am not on 'barred list' and am not disqualified from working with children/vulnerable adults or subject to sanctions imposed by a regulatory body. I consent to the Trust making direct contact with all previous employers where I have worked with children or vulnerable adults to verify experience, qualifications, and disciplinary offences relating to children or vulnerable adults, and reason for leaving that position, without further notification. I consent to the Trust making direct contact with the people specified as my referees to verify the reference.

SIGNED:	DATE:
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Please return completed forms to your local shop, post to Hannahs Charity Shops, Dame Hannah Rogers Trust, Woodland Road, Ivybridge, PL21 9HQ or email to Daniel.Burke@discoverhannahs.org

Store:	Start Date:	Inducted:	By:	H/O	RE:
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DAME HANNAH ROGERS TRUST

VALUING DIVERSITY

FULL NAME:

POST TITLE:

Please tick the appropriate box for each question:

1. **GENDER** Female Male
2. **MARITAL STATUS** Married Single Other
3. **DATE OF BIRTH (DD-MM-YY):**

4. **ETHNIC GROUP**

I would describe myself as: (tick the appropriate box to indicate your cultural background)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Mixed

- White and Black Caribbean
- White Black African
- White Asian background
- Any other mixed background

Black or Black British

- Caribbean
- African
- Any other Black background

White

- English
- Irish
- Scottish
- Welsh
- Any other White background

Chinese or other ethnic group

- Chinese
- Any other

If you have answered 'any other' please specify below

4. **DISABILITY**

Do you consider that you have a disability within the meaning of the DDA 1995 (a substantial and long-term adverse effect on your ability to carry out normal day to day activities?)

YES **NO**

If yes, please state the nature of the disability

5. If you wish, you may disclose information about yourself in this section:

Religion or belief:

Sexual orientation:

For internal use: Job title: Start date:
Grade: Salary:

Shortlisted: **YES** **NO** *Appointed* **YES** **NO**

DAME HANNAH ROGERS TRUST

DIVERSITY MONITORING

Dame Hannah Rogers Trust believes in valuing diversity. In accordance with its policy on equality in employment, the Trust will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, sex, sexual orientation, religion or belief, marital status, age or disability.

Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment.

The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

An envelope is provided addressed to Human Resources, Dame Hannah Rogers Trust, to ensure your completed form is kept confidential.