

Volunteer Recruitment Information

Thank you for your interest in volunteering at Bradford Hospitals' Charity.

If you are volunteering to support your application to university please be aware that the universities are interested in the experience you have gained from volunteering and not necessarily the location. Once you have completed the recruitment process (via Bradford Teaching Hospitals Voluntary Services), we will be in touch.

- If you are a student at school, college or university we ask that you commit to a minimum of 6 months/50hours of volunteering. At the end of your 6 months if you wish to continue volunteering you can speak to the Voluntary Service team about opportunities that are available.
- If you are not in education we ask a minimum commitment of 6 months. However you are welcome to stay as long as you wish.
- If your application is successful we will contact you by letter and invite you to a small group interview.
- For all successful volunteers we will then need to request a DBS check, medical clearance and 2 references.
- As a volunteer you must be willing to undertake any necessary training for your volunteer role and attend mandatory updates as required.
- If you require a reference for an employer or university we are only able to provide this on successful completion of your placement. Please note we are only able to confirm the dates you volunteered, the role and hours completed.

If you require any further information please contact the Voluntary Services Department on 01274 364309 or email volunteer.information@bthft.nhs.uk

Completed forms can be posted to Voluntary Service, Main Corridor, Bradford Royal Infirmary, Duckworth Lane, Bradford BD9 6RJ or emailed to: volunteer.information@bthft.nhs.uk

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**Bradford
Hospitals'
Charity**



Bradford Teaching Hospitals
NHS Foundation Trust

Registered Charity No: 1061753

APPLICATION FORM – Volunteering for Bradford Hospitals' Charity

Please complete this application form in full and return to the following address:-
Voluntary Services, Main Corridor, Bradford Royal Infirmary, Duckworth Lane,
Bradford BD9 6RJ or email to: charity@bthft.nhs.uk

Volunteer Role:	Event Support Volunteer <input type="checkbox"/> Collections Co-ordinator <input type="checkbox"/> Administrator <input type="checkbox"/>	
Name:	Mr/Mrs/Ms/Miss	
Address:		
Postcode:		
Tel No (Home):		
Tel No (Mobile):		
Email address:		
Gender		
Age (please tick)	17 – 24 <input type="checkbox"/>	25 and over <input type="checkbox"/>
National Insurance number		

Please give the names and addresses of two referees: they must have known you a minimum of 12 months	
Name:	
Address:	
Email:	

Name:	
Address:	
Email:	

In no more than 300 words please tell us about your skills and experience and why you want to volunteer for Bradford Hospitals' Charity.

Are you able to commit to a minimum of one shift up to 4 hours a week for at least 6 months?

Have you ever been convicted of a criminal offence (Declaration subject to the Rehabilitation of Offenders Act 1974)? YES / NO

GENERAL DATA PROTECTION REGULATION 2018 & DATA PROTECTION ACT 2018

Bradford Teaching Hospitals NHS Foundation Trust is subject to Data Protection regulations which set out mandatory requirements on the Trust to protect your personal information against unauthorised use or disclosure. The legislation also gives you certain rights. These rights and an explanation on how your information may be used is published on the Trust website as a Privacy Notice which you should read.

During the course of its employment activities, Bradford Teaching Hospitals NHS Foundation Trust collects, stores and processes personal information about prospective, current and former staff in both electronic and paper formats. We recognise the need to treat staff personal and sensitive data in a fair and lawful manner.

No personal information held by the Trust will be processed unless the requirements for fair and lawful processing can be met. This data is used by limited staff in the course of their work for legitimate reasons and is not processed, transmitted or stored outside of the UK.

The data that you supply within your application will be processed in compliance with the published privacy notice.

Signed:	
Date:	

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MONITORING INFORMATION

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

* Please state your date of birth	
* Please indicate your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people who are married or in a civil partnership.

* Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.

* Please indicate the option which best describes your sexual orientation	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

* Please indicate your ethnic origin		
<p>Asian or Asian British</p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	<p>Mixed</p> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	<p>Other Ethnic Group</p> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group
<p>Black or Black British</p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<p>White</p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

* Please indicate your religion or belief		
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam <input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism	<input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

Equality Act 2010

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

* Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Mental health condition	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other
If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	