**Bury Involvement Group**

**Volunteer Application Form**

**Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Enquired\_\_\_\_\_\_\_\_\_\_\_**

**CONFIDENTIAL:** Any information given on this form is confidential and covered by the data protection act 1998 and General Data Protection Regulations (2018).

Thank you for your interest in volunteering for BIG in Mental Health. The information you provide in this application form will help us to decide how you might be able to help us in our mission. It is really helpful if you can give as much information as possible about your experiences, interests and availability to volunteer. If you have any questions about this form, please do not hesitate to contact us on the details at the end of this form.

**Our Mission:** To empower adults with mental health conditions towards recovery and improved quality of life by providing support and hope.

**Our Vision:** To be renowned as a forward thinking, enterprising, alternative user led mental health service within the North West; a catalyst in health and social care transformation for the benefit of people who use mental health service; known for providing a high quality peer support services with real world impact.

**Our Core Values:**

**Involvement:** We involve people with lived experience at all levels of our Organisation, in meaningful ways, so as to best achieve our mission.

**Influence:** We are passionate about listening to people, recognising their experiences and ensuring their voices are heard.

**Peer Support:** We understand the value of people’s unique lived experience and promote the powerful benefits peer to peer support can provide to peoples recovery.

**Compassion & Respect:** We are passionate about what we do and committed to providing a service which is safe, caring and let people in recovery connect and build relationships based on mutuality, trust and hope. Respect and value each other, whilst celebrating our diversity.

**Trustworthiness & Transparency:** Be clear and straightforward, open and transparent in everything we do.

**Safeguarding**

At Bury Involvement Group, we aim to provide an environment which is safe for all our service users and the staff and volunteers who work for us. We have a zero tolerance approach to the abuse of adults with care and support needs. We aim, at all times, to work in a way that is consistent with our philosophy, as a person centred, service user led service. Our aim, always, is to promote the dignity and empowerment of the people we support and provide a consistent, warm, empathic and respectful service. To mitigate the risk to the people who use our service from potential unsuitable candidate involvement within the Organisation will be subject to an acceptable DBS disclosure.

**I agree to support the mission and core principles of BIG in Mental Health.**

**Full Name:**

**Signature:**

**Date:**

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| **Personal Information** | |
| **Date Enquired** |  |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Previous Name (if applicable)** |  |
| **Contact Information** | |
| **Address** |  |
| **Postcode** |  |
| **Daytime Tel No.** |  |
| **Evening Tel No.** |  |
| **Mobile No.** |  |
| **Email** |  |
| **Your interests and reasons for applying to volunteer** | |
| **Where did you hear about volunteering for BIG in Mental Health?** | |
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| **What skills and abilities make you ideal for the role with BIG in Mental Health and what do you hope to gain from volunteering?** | |
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| **Please tell us about any hobbies or interest you have that might be relevant to the role you have applied for.** | |
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| **Your availability** | |
| **What days and times would best suit you and how often would you be able to volunteer?** | |
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| **Your skills and experience** | |
| **Do you have any direct experience of a mental health condition, either personal or family and friends, relevant to this role?** | |
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| **Please tell us about any paid/voluntary work experience you have which may be relevant to this role** | |
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| **Please tell us about any skills, qualifications or training courses that you have which may be relevant to this role*. Including awarding body and date of award*.** | |
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| **Please tell us about any qualifications or training you are currently studying for.** | |
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| **References** | |
| Please provide details of two people who have known you for at least two years that we can ask for references regarding your work/studies/experience and your suitability to volunteer with BIG in Mental Health. Wherever possible, these should be current/past employers, places you have volunteered or a teacher/tutor/social worker. If you are unable to provide referees from these areas, please note this and we will contact you to identify appropriate referees. | |
| **(1)**  **Title:** Mr/Mrs/Ms/Miss  **Name:**  **Address:**  **Tel No:**  **Email Address:**  **Occupation:**  **How do you know this person?**  **When did you last have contact with this person?** | **(2)**  **Title:** Mr/Mrs/Ms/Miss  **Name:**  **Address:**  **Tel No:**  **Email Address:**  **Occupation:**  **How do you know this person?**    **When did you last have contact with this person?** |
| **Please note that we do need two satisfactory references before you can start as a volunteer and we cannot always guarantee a suitable role.** | |

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| **Support and health needs** | |
| As a service user led organisation BIG in Mental Health aims to create an environment which is supportive, inclusive and nurturing to volunteers who give up their time to support our work. We aim to treat each other and the people we support with warmth, kindness and respect. The organisation is committed to working in an anti-discriminatory manner which is reflected in our policies and practices, the way we involve and manage volunteers in the service we provide. This ensures that all volunteers experience fairness, equity and are treated with dignity.  BIG seeks to provide services in a way which recognises and values diversity and does not exclude on the basis of age, disability, ethnic or national origin, race, colour, nationality, religious or philosophical belief, gender (including gender reassignment), marital status, sexual orientation or any reason which is not job or service related. We value difference and are committed to working towards creating a positive environment where people are accepted for the talents, skills and experiences that they bring to the organisation. | |
| **Do you have any disabilities, health needs or extra support needs that we should be aware of when organising your volunteering?**  Yes No  **If yes, please give us details to help us to plan your volunteering:** | |
| **Emergency Contact Information** | |
| **Name:** | **Title:** Mr/Mrs/Ms/Miss |
| **Daytime Tel. No.**  **Evening Tel No.**  **(if different)** | **Mobile No.** |
| **Address:**  **Postcode:** | |
| **How are you related to this person?** | |

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| **Recruitment of Ex-Offenders: Declaration of Criminal Records and Disqualifications** |
| As a mental health charity the volunteering opportunities at the Organisation involve direct contact with potentially vulnerable adults, or access to sensitive and personal information. As such, applications to volunteer are exempt from the Rehabilitation of Offenders Act 1974. This means that potential volunteers are required to declare their entire criminal record, including cautions, reprimands, final warnings and criminal convictions categorised as ‘spent’ under the above legislation. The information provided will be kept confidential. It will only be disclosed to specific BIG in Mental Health staff if/when they are considering you for specific volunteering opportunities (where you will come into contact with potentially vulnerable adults). Please note a conviction does not necessarily mean a bar to volunteering opportunities with BIG in Mental Health. |
| **Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police (‘spent’ or ‘unspent’)?** |
| Yes No |
| **Are you disqualified from working with children or vulnerable / protected adults?** |
| Yes No |
| **Are you aware of any police enquiries following allegations made against you, which may have a bearing on your suitability for the role?** |
| Yes No |
| *If ‘YES’ please give details of all offences, penalties, and/or police enquiries and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the Volunteer Coordinator.* |
| **I understand that the relevant checks for the role I am applying for will be sought** |
| Yes No |
| **Are you registered with the DBS update service?** |
| Yes No |

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| **Data Protection** |
| At BIG in Mental Health we value your support and promise to respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998). We will not disclose or share, personal information supplied by you with any third party organisation without your consent. |
| **Declaration** |
| I understand and agree that data contained in this application form will be used for volunteer recruitment purposes and will be held on a computer database. I also agree to BIG in Mental Health holding this form in paper format in a secure area. |
| **I confirm that the information I have given is correct and complete and that any false statements or omissions may result in the end of my involvement with the Organisation.**  **Signed:**  **Print name:**  **Date:** |
| **Many thanks for taking the time to complete this form. Please return your completed form to:**  *BIG in Mental Health*  *Unit 54, Bury Business Centre,*  *Kay Street,*  *Bury,*  *BL9 6BU*  **Please contact the following person for any queries regarding your application to become a volunteer:**  Volunteer Coordinator: Brett Clayton  [volunteercoordinator@buryinvolvementgroup.org](mailto:volunteercoordinator@buryinvolvementgroup.org) |