



Working Together



Volunteer Opportunity Application Form

DB Ref Number: ID

Please complete and email to ----- All information is dealt with in the strictest confidence and will not be shared with third parties.

Contact Details

First name(s)

Last name

Name you would like to be known by.....

Address.....

.....

.....

Postcode

Phone Number..... 2nd contact number

Email Address.....

Please tell us here if we should NOT leave messages on any of these numbers.....

About You

How did you find out about volunteering at METRO?.....

What interested you in volunteering with METRO?.....

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What skills/experience would you like to share with us as a SASH Peer Mentor?

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Do you have lived experience/identify with one or more of the following:

- Living with HIV
- From a BME Community
- LGBTQ+
- MSM

References

Please give the details below, of two character referees. These may be work colleagues, friends or other people who know you. Please let your referees know that we will be contacting them.

Name.....	Name.....
Address.....	Address.....
.....
Phone No.....	Phone No.....
Email address.....	Email address.....
Relationship to you.....	Relationship to you.....

Declaration

I confirm that the information given on this form is complete and accurate.
I am applying to volunteer with METRO and understand that as such should I be successful an offer to fulfil a role does not constitute an offer of employment. I understand that I shall in no way be considered an employee of METRO.

Signed..... Date.....

For Office Use Only

Ref Requested		Ref Received		Induction	
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We have a legal obligation to undertake Disclosure and Barring Service (DBS) checks for all of our Volunteers, in some cases an enhanced check. We will use the details you provide in this form to complete those checks.

Skills Audit

Please tick all of the skills below that apply to you on both a personal or professional level.

Experience of working as part of a team		Knowledge/experience of employment legislation	
Knowledge/experience of /ability to work with an open non judgemental approach with diverse communities		Knowledge/experience of working in education	
Pro-active approach to life/work		Positive self identity as lesbian/gay/bisexual person	
Ability to communicate effectively with a diverse range of people		Knowledge/experience of information technology	
Knowledge/understanding of working with LGB communities		Knowledge/experience of complimentary therapies	
Knowledge/experience of working with peoples living with HIV/AIDS		Knowledge/experience of marketing and publicity	
Knowledge/experience of working with black & minority ethnic peoples		Knowledge/experience of database development/management	
Knowledge/experience of working with women's issues		Knowledge/experience of fundraising	
Knowledge/experience of working with older communities		Knowledge/experience of event organisation	
Knowledge/experience of working in the voluntary sector		Knowledge/experience of group work/facilitation	
Knowledge/experience of working with people with mental health issues		Knowledge/experience of working with young people	
Knowledge/experience of Human Resources		Knowledge/experience of leading/motivating a team	
Knowledge/experience of developing & delivering training		Knowledge/experience of working with people with disabilities & or learning difficulties	
Understanding/experience of recruitment procedures and practice		Knowledge/experience of practical/DIY skills	
Knowledge/understanding of financial systems		Knowledge/experience of collating, understanding & presenting data to help assess/develop services	
Knowledge/understanding of monitoring & evaluating service delivery		Knowledge/experience of developing/organising social activities	
Knowledge/experience of administrative work/office practice		Knowledge/experience of graphic or other art based skills	
Knowledge/experience of healthcare work		Knowledge/experience of outreach/community development work	

Declaration of Offences

This document is kept in strictest confidence and will only be seen by members of the management team as necessary. This is a binding document covering the period while we complete your DBS check.

The Rehabilitation of Offenders Act (1974).

Please note that under the above Act certain occupations are exempt. As a Volunteer at METRO you may be in regular contact with those categorised under the Act as “Vulnerable” people, i.e. those under 18 and or those deemed “Vulnerable” adults for other reasons. You are required under the above Act to give details of any criminal conviction and sentence passed EVEN those “spent” under the Act.

METRO welcomes applications from all sections of the community, including ex-offenders, as part of our Equal Opportunities Policy. METRO works directly with the public. Volunteers may have access to “Vulnerable” people or sensitive information.

If you have declared a criminal conviction this does not necessarily prevent you from Volunteering at METRO, but it may have some bearing on what role you may fulfil. This will be discussed with you should it be necessary.

We will be completing a DBS check, but until this is complete we would ask you to honestly complete the following, if something comes up in your DBS check that you have not declared here this may preclude you from volunteering.

Have you ever been convicted of a criminal offence? **YES NO** *(please circle answer).*

Have you ever received a caution, as this may come up in an enhanced CRB check? **YES NO**

If you have answered Yes to the above question please give details here of date(s) of offence(s) and sentence(s) passed even if the conviction is “spent”.

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Volunteer Declaration

To the best of my knowledge there is no reason why I would not be able to volunteer for METRO. I can confirm that the information I have given on this form is correct and complete. I have been made aware that any misleading statements made by me on this form may be sufficient grounds for METRO not to accept my services as a volunteer.

I agree to this information being verified by a full DBS check, should the information from the DBS check not correspond with this I understand that this may affect my volunteering with METRO.

Your name:.....

Signature:.....

Date:.....