



Application Form for a Voluntary Position at Lincoln or Louth Hospital

Private and Confidential

Please ensure that all questions are answered as fully as possible.

Details entered in this part of the form will be held in the HR department of the Voluntary Services Department.

Personal Details

Position applied for (If Known)				
Surname/Family Name				
First Names				
Title				
Date of Birth				
Address				
Postcode				
Home Telephone				
Mobile Telephone				
Email Address				
Please tick all the contact methods we can use to contact you	Home Telephone	Letter	Mobile	Email
Tick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Contact Name	Tel No:			
Relationship				



Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?

Yes No (If no please contact us, as additional information may be required)

Supporting Information

Please tell us why you are applying for voluntary work at United Lincolnshire Hospitals Trust. What previous work experience, skills, qualities and interests you feel you have which you consider an advantage to becoming a volunteer.

Please specify your availability for volunteering (e.g. Monday 10 – 1pm)

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	*See below
Mornings								Shifts per week <input type="text"/> Hours per week <input type="text"/>
Afternoons								
Evenings								

***How many hours/shifts per week in total are you able to volunteer for?** Will your time as a volunteer be limited a specific time frame? (E.g. 2-3 months, summer holidays).

Please note: We would expect that due to the comprehensive application process, that you should be planning to volunteer with us for at least half a day per week for a 6 month period

Reference

Reference: Please give details of someone you have known you for at least 1 year, they can be someone who engaged you as an employee or a volunteer, but must not be related to you, and should be willing to provide a reference for you.

***You referee will need to provide an Email address as this will help speed up the application process.**

Referee 1

Surname/Family name		First Name	
Title			
Address			
Post Code		Telephone	
Email (Required)			
Relationship			

If you have applied to us within the last 6 months, are you happy for us to use the references from your earlier application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The NHS aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion or belief, disability, sexual orientation and age. The NHS undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

If you are applying for a post involving access to persons in receipt of health services, your offer of employment may be subject to a satisfactory criminal record check. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of volunteering.

Individuals applying for positions which involve 'regulated activity' are required to have an enhanced criminal record check and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with children and/or adults.

The full definition of 'regulated activity' is defined in the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 which came into force on 10 September 2012.

Are you currently bound over, or do you have any unspent convictions issued by a Court or Court Martial in the UK or any other country?

Yes No

If yes, please supply details below;

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

To protect certain vulnerable groups within society, there are a number of posts within the NHS that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants for such posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are 'spent' under the provisions of the Act. If you are successful with this application, any failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies.

All individuals applying for positions which involve 'regulated activity' are required to have an enhanced criminal record check and, where appropriate to the role, this check will also include any information which may be held against the barred lists for working with children and/or adults.

The full definition of 'regulated activity' is defined in full under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012) which came into force on 10 September 2012.

Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. Please note: you do not need to tell us about parking offences.
Has your name ever appeared on the Protection of Children's List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Children's List?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your name ever appeared on the Protection of Vulnerable Adults List or have you ever been referred to the Independent Safeguarding Authority (ISA) for consideration of barring against the Vulnerable Adults List?
<input type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATION

The information in this form is true and complete to the best of my knowledge. I understand that in order to be considered for a placement as a volunteer I will be asked to produce evidence of identification, address, and status in the UK where applicable.

I also understand that in order to become a volunteer before I can start I will undertake mandatory core training as directed, and that this training will need to be updated, either annually, or three yearly as required.

I agree to the above declaration			
Signature			
Name		Date	

How did you hear about this voluntary opportunity?			
<input type="checkbox"/> ULHT Website	<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> Current Volunteer	<input type="checkbox"/> Hospital meet and greet station
<input type="checkbox"/> Volunteer Centre	<input type="checkbox"/> Hospital Poster	<input type="checkbox"/> Recruitment Event	<input type="checkbox"/> Jobcentre Plus
<input type="checkbox"/> Other Website	<input type="checkbox"/> Family/Friends	<input type="checkbox"/> College/Uni	<input type="checkbox"/> Radio
<input type="checkbox"/> National Newspaper	<input type="checkbox"/> Hospital Doctor/staff	<input type="checkbox"/> GP	<input type="checkbox"/> Other

Have you previously worked or volunteered at United Lincolnshire Hospitals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please scan and email your completed application with your Equal Opportunities form to; Voluntary.services@ulh.nhs.uk

Or return by post to;

**Voluntary Services Department
Lincoln County Hospital
Greetwell Road
Lincoln
LN2 5QY**

Please contact us by email or telephone 01522 597838 if you need any additional help to complete your application.