



Volunteer Application Form

Volunteer Role:

Please tell us how you heard about this vacancy:

Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

Convictions/ Disqualifications

Upon offer of a volunteer placement we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:



About you

Please tell us about yourself, why you would like to volunteer for us and about your skills/areas of interest –

Continue on a separate sheet if necessary

References

Please give the names and addresses of your most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Reference 2

<p>Name:</p> <p>Job Title/How known to you:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title/How known to you:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Availability

What day(s) and time(s) would you be available for volunteering?

I confirm that I was to apply for the volunteer position at Yorkshire’s Brain Tumour Charity

Signed:

Dated:

Submitting your application

By Hand or Post:

YBTC
31 Otley Road
Headingley
Leeds
LS6 3AA

By E-Mail:

info@btrs.org.uk

Enquiries:

Telephone: 0113 3400111

General Data Protection Regulations – Consent Form for Volunteer Applicants

In May 2018 the law changed about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a charity we need to collect and hold data about you to enable us to process your volunteer application. The GDPR laws places a further (and new) obligation for employers to tell their applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your volunteer application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data Previous employers Types of job held at other companies Interests and skills	This will allow us to make a decision on your suitability for engagement It will help us to decide which dept. you may be most suitable in	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if a volunteer placement offer is made a more comprehensive GDPR consent form will be issued

2	Ethnic monitoring data Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010	We use this data to understand the ethnic make- up of our workforce (paid and unpaid) and volunteer applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity	This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.
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Agreement to use my data

I hereby freely give my prospective employer Brain Tumour Research and Support Across Yorkshire consent to use and process my personal data relating to my volunteer application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for the Charity is Marie Peacock and I can contact her directly if I have any questions or concerns. Her e-mail address is marie@btrs.org.uk and telephone number is 0113 340 0111.

I understand that if I am dissatisfied with how the charity uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature:

(if electronically completing please leave signature blank, by returning this form completed with your name you are agreeing to the above statement.)

Date:

Yours sincerely

Marie Peacock

Chief Executive Officer

