



Fighting for Better Lives

VOLUNTEER APPLICATION FORM

All information will be treated in strictest confidence.

Volunteer role applied for:	Interview Date and Time: (for office use only)
Project location:	Action: (for office use only)

Personal Information

Surname / Family Name:	Title: (Please specify):
First Name(s):	Nationality / Citizenship:
Previous Surname(s) / Family name(s):	Do you require a UK Visa or letter of "right to remain" to enable you to volunteer?
Home Address:	Contact telephone number(s) & email: Daytime:
	Evening:
	Mobile number:
	Email:

Do you hold a current full driving licence? Yes No

Do you have access to a vehicle for voluntary work purposes? Yes No



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How did you hear about Boxing Futures?

Have you previously worked or volunteered with us? If yes, please give details:

Availability for volunteering

Please indicate the hours you would be able to volunteer (for example 9am -12pm)

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		



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Education and Professional Qualifications

Please provide details of your education and any accompanying qualifications you received.

Subject & Qualification	Place of Study	Grade / Result	Year Obtained
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Training and Development

Please provide details of any additional courses or training that you have taken. Please include course name, training provider, duration of course and level or accreditation achieved. If completing by hand, please use additional sheets if necessary



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Membership to Professional Bodies

Please provide details of any professional bodies to which you are a member, including type of membership, duration and if this membership is still active.

Work and Volunteering history and record

Please provide a full history in date order, starting with the most recent first, since leaving secondary education, including periods of any post-secondary education / training, and part-time and voluntary work as well as full time employment. Give start and end dates and reasons for leaving. If you use additional sheets, please ensure that you put your name on the sheet. Start with your most recent / current job.

Date	Name and address of employer	Role	Duties	Reason for leaving
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Gaps in work history or experience

Please provide information on any gaps in employment (the information given here will be discussed with you at interview).

From (month/year)	To (month/year)	Reason
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Supporting Statement

In this section you need to demonstrate that you have read the published person specification and how you meet the criteria given. Please include your reasons for applying, taking the opportunity to highlight your strengths and talents, and past experiences / skills related specifically to the volunteering role. Please also tell us what you hope to gain from volunteering with Boxing Futures (max 1500 words).



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Additional Supporting Examples

Using your own words, tell us about a time when you needed to work with others to complete a task / job? What was your role? What challenges did you face? How did you engage with peers / colleagues? What were the benefits? (Max 250 words)

Using your own words, tell us how you feel that you will be able to make a positive contribution to the experience of clients engaging with our programme? How much of an impact do you think you can have on a client in your role? (Max 250 words)

References

Please provide the contact details of people who agreed to supply references. Ideally, they will both be professional references (e.g., current or previous employer, academic supervisor) and preferably they will have known you for a minimum of 2 years.

Referees will be asked to comment on your competence, personal qualities and suitability for the post. Additionally, they will be asked if you have been the subject of any child / vulnerable adult protection concerns.

We require a telephone number, email address (where possible) and postal address for each referee. References supplied will be held in the paper only file in accordance with the Data Protection Act 2018.

Where applicable, can we contact your current employer/ organisation prior to inviting you to take up a voluntary role? Yes No



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Referee 1

Name:

Relationship to applicant:

Job Title:

Organisation's Name /Address (in full):

TelephoneNumber:

Email:

How long known applicant:

Referee 2

Name:

Relationship to applicant:

Job Title:

Organisation's Name /Address (in full):

TelephoneNumber:

Email:

How long known applicant:



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Please give details of any employee, project volunteer, trustee or member of Boxing Futures to whom you are related. Restrictions may apply to the appointment of persons, who are closely related to an existing member of staff, paid or unpaid. If you fail to disclose such information you may be disqualified from consideration or, if invited to be a volunteer, have this invitation withdrawn. Seeking the support of or canvassing any trustee, member or recruiting manager will disqualify a candidate from the process or appointment.

Are you related to any person(s) employed by Boxing Futures or those acting as a volunteer, trustee or member?

YES

NO

Please state the name and relationship of the employee, trustee or member:

Have you applied for this role due to a personal contact within the organisation?

Yes

No

If yes, please state the name of the person and their organisational role and post location:



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Disability

Boxing Futures is keen to ensure that those applicants with a disability can fairly access the recruitment and selection process and it could help us at this stage if you can complete the following question. The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. Do you consider yourself to have or have had a disability?

Yes No

If you are invited for interview are there any special arrangements, we would need to make for you? (If Yes, and you are successful in obtaining an interview, we will contact you to discuss your needs stated)

Yes No

Compulsory declaration of any convictions, cautions, reprimands, warnings or bind-overs.

The post for which you are applying is exempt from the provision of the Rehabilitation of Offenders Act 1974. You must therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offenses. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have ANY convictions, cautions, reprimands, warnings or bind-overs?

Yes No

If the answer is yes, you must record full details in a separate, sealed envelope marked with your name and confidential.



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Declarations

Data Protection

I give permission for Boxing Futures to process and hold on computer the information or data I have supplied or referred to on it, including any information that I consider to be sensitive and personal. I understand and agree that this information will also be held on my personal volunteer file if I am engaged as a volunteer.

I agree that Boxing Futures may use the information provided in this application form for equality monitoring purposes, compiling statistics, maintaining other volunteer records and completing statutory returns as required.

References

I agree that Boxing Futures may ask my referees for comments on my suitability for the voluntary role and, where relevant, request details on my attendance, sickness levels, performance, conduct, reasons for leaving and suitability to work with young people, where applicable.

Application submission

In submitting this application form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements may result in me being unable to continue my involvement with Boxing Futures in a voluntary capacity, if such information becomes known after my engagement as a volunteer. I further confirm that I have read Boxing Futures privacy statement, of which states how my personal information is used in conjunction with this application.

Name:

Date:

Signature:

Safeguarding

We are committed to providing the best standards of care and service to the young people it serves, their safety and well-being is paramount. The recruitment and selection process for positions working with vulnerable young people is therefore rigorous and involves a range of pre-engagement checks. The information set out below gives further detail of these checks.

As a result of the above, Boxing Futures must ensure that you are suitable for such work and that you are not disqualified from taking up the post. We have a legal duty not to engage someone who is disqualified from working with children and young people. In the vast majority of circumstances, it is a criminal offence for someone to knowingly apply for, offer to do, accept or do any work with children when prevented either:

- **by being disqualified**, through a Disqualification Order, under the Criminal Justice and Court Services Act 2000 (CJCS), and/or
- **by being included on one of the Lists** held by the Department of Health under the Protection of Children Act 1989 (POCA), Protection of Vulnerable Adults Scheme (POVA) or the DfES under the Education Reform Act 1988 (List 99)

IMPORTANT NOTE: BOXING FUTURES WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO UNDERTAKE VOLUNTARY WORK WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.

Boxing Futures pre-engagement checks

Training and Assessment programme

Our volunteer mentor role appointments involve a training and assessment programme, as part of the selection process.

DBS Disclosure

A DBS Disclosure includes a criminal record check; plus checks against the lists referred to above. There are two levels of Disclosure check:



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Standard Disclosure – For positions where duties involve regular contact with children and young people. It contains details of any spent and unspent convictions, cautions, reprimands and final warnings recorded on the police national computer. It will also indicate if there are no such matters on record in any category.

Enhanced Disclosure – For positions where normal duties include regularly caring for, training, supervising or being in sole charge of children or vulnerable adults. An Enhanced Disclosure will contain the same information as a Standard Disclosure but may also contain non-conviction information from local police force records considered relevant, at the discretion of a force's Chief Constable.

At Boxing Futures, we insist all volunteers undertake an enhanced disclosure

Consent to the checks

You do not have to consent to the above checks. However, if consent is withheld Boxing Futures will be unable to proceed with your volunteer application. All information supplied by you will be treated in the strictest confidence and in accordance with the Data Protection Act.

Proof of Identity

You will be asked to supply documents to confirm your identity to comply with the Asylum & Immigration Act. One type of photographic identification should be produced, such as new style driving license or passport. You will be informed as to which documents to supply when and if you are shortlisted.