



PRIVATE & CONFIDENTIAL

APPLICATION FORM

Application for post of **Mentoring Project Volunteer**

Please return the completed form to:

**Volunteer Co-ordinator**  
The Mentoring Project  
Carers Federation  
1 Beech Avenue,  
Sherwood Rise,  
Nottingham  
NG7 7LJ

If you would like an informal chat about the role of Volunteers within the Mentoring Project please call Naomi Sykes or Tess Hullett (Volunteer Co-ordinators) on 0115 9629333

**PERSONAL DETAILS**

Title

Surname

Forenames

Address

Postcode

Telephone Number (work)  
(home)  
(mobile)

E-mail address

**REFERENCES**

Name

Position

Address

Postcode

Tel No

Fax No

E-mail address

May we approach prior to the interview

Yes  No

Name

Position

Address

Postcode

Tel No

Fax No

E-mail address

May we approach prior to the interview

Yes  No

The Carers Federation welcomes applications from all sections of the community regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation

- \* Please complete this form in type or black ink
- \* References will only be requested when called for interview.

- \* If currently employed, one of your references should be your current employer and one should be your immediately previous employer (or college/school where appropriate). If one of these references is an agency, a third referee should be given on a separate sheet.

- \* The references should be your immediate superior, if this is not the case please give details of working relationship.

**Describe your reasons for wanting to Volunteer with the Carers Federation**

**What skills or experience could you bring?**

**The Mentoring Project offers a variety of Volunteering opportunities. Please tick which position you are interested in:**

- Volunteer Mentor-** providing regular and ongoing support for a carer
- Specialist Volunteer Mentor** – providing specialist support around employment, education and training.
- Specialist Facilitator** – providing specialised skills or knowledge for groups of carers (eg: cv writing, training sessions, sport, arts and crafts.
- Service Support Volunteer** – supporting the day to day running of projects, activities and events and/or promoting services to the wider community.

Volunteer Mentors typically offer two hours support for a carer each week or fortnight. For other roles this will vary. What type of time commitment would you be able to offer?

**Please tick the appropriate box**

Weekly

Fortnightly

Monthly

**What do you hope to gain from this experience?**

**Where did you hear about this opportunity?**

**Do you hold a full driving license?**  Yes  No

**Do you have any motoring convictions?**  Yes  No

**DECLARATION**

I understand that the information provided on this form will be used to process my application and, if my application is successful, to administer my personal record. I agree to this information being held and used for recruitment and monitoring purposes. I declare that the information given on this form is true and complete. I understand that any false information may result in the withdrawal of any offer of voluntary work or my dismissal if appointed.

Signed .....

Date .....

\* The information provided by candidates will be used to process your application form and will be treated as confidential.

# The Carers Federation Limited

## SUPPLEMENTARY INFORMATION ON EQUAL OPPORTUNITIES IN EMPLOYMENT

The Carers Federation is committed to Equal Opportunities in Employment and, as part of this policy, all applicants are asked to complete the details requested below. The information will be used only for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunity Employer, we aim to ensure that all job applicants or employees receive equal treatment regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation

Please help us to achieve our aim by completing the following questions.

1. Name (surname and forename(s)) in full:

2. Date of birth:

Age:

3. I would describe my ethnic origin as (please tick appropriate box:

**A White**

British  Irish

Any other White background (please specify)

**B Mixed**

White & Black Caribbean  White & Black African

White & Asian  Other Mixed Background (please specify)

**C Asian or Asian British**

Indian  Pakistani

Bangladeshi  Other Asian Background (please specify)

**D Black or Black British**

Caribbean  African

Other Black Background (please specify)

**E Chinese or other ethnic group**

Chinese  Any Other Ethnicity (please specify)

4. Country of Birth:

1.  UK 2.  Eire 3.  Other EEC 4.  Other, please state

5. My sex is (tick as appropriate):

1.  Male 2.  Female

6. My marital status is (please tick appropriate box)

S  Single M  Married O  Other

7. Do you consider yourself to have a disability: Yes  No

Are you registered disabled: Yes  No

8. Where did you hear of this vacancy? (please give name of publication)

Signature of applicant ..... Date: .....

\* PLEASE PRINT IN BLOCK CAPITALS

\* Any complaints that applications have been unfairly considered on the ground of racial origin, sex, marital status or disability should be made in writing to the Chief Executive.

\* Thank you for completing the questionnaire, all information provided will be treated in strictest confidence

## REHABILITATION OF OFFENDERS ACT 1974

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the demands it, you should disclose convictions that are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment/volunteering. This will depend on the circumstances and background to your offence(s). If you are applying for one of the following types of post, you **must** disclose any conviction(s) – spent or unspent (including bind overs, cautions or charges that have not yet been disposed of):

- Work that brings you into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18.
- Any employment or voluntary work which is concerned with the provision of health services and which is of such a kind as to enable you to have access to people in receipt of such services in the course of your normal duties.

Have you ever been convicted of a criminal offence?  Yes  No

Have you ever had disciplinary action taken against you by your professional body, or unresolved issues pending that may affect your eligibility to practice?  Yes  No

If yes, please give details on a separate sheet in a sealed envelope, with your name clearly printed and marked 'strictly confidential'

### DECLARATION

I declare that the information given on this form is true and complete. I understand that any false information may result in my dismissal if appointed.

Signed.....

Date.....

## THE MENTORING PROJECT

### VOLUNTEER OPPORTUNITIES IN NOTTINGHAM AND NOTTINGHAMSHIRE

The Carers Federation Mentoring Project provides support for carers who are often isolated by their caring role. The project provides the opportunity for carers to build positive relationships and a safe space to discuss their thoughts, feelings and the impact that their caring role has on their lives. The focus of the project is to enable carers to have better access to opportunities that are available locally. These may be in education, training and employment or social and leisure activities.

We are looking for open minded and caring volunteers to be trained as mentors. Their role will be to offer both practical and emotional support to carers. Being able to listen and communicate effectively, build confidence and motivate others will be an important part of this role. Mentors will work with carers to help them explore things they may like to get involved in, and to help reduce the barriers that may exist. They will offer on-going support and encouragement.

Volunteers do not need to have any specific qualifications but do need to have commitment and a genuine interest in supporting people. Good listening and communication skills are important. You will need to be able to show empathy, warmth and an understanding of carers who may be under a huge amount of pressure due to their caring responsibilities. Volunteers need to be willing to undertake training and work within the Carers Federations Confidentiality and Equal Opportunities Policies.

The Carers Federation recognises the important contribution that volunteers make to an organisation such as ours. We believe that an investment should be made to volunteers to enhance their personal development. To this end we will provide regular and on-going support, supervision and training to both enhance their voluntary work with us and their opportunities within the wider community. If you are interested in this unique and rewarding opportunity then please contact Naomi Sykes or Tess Hullett (Volunteer Co-ordinators) for an informal chat and further information.

Tel: 0115 9629 333 or 0115 9129007 or **E-mail:** [n.sykes@carersfederation.co.uk](mailto:n.sykes@carersfederation.co.uk) or [t.hullett@carersfederation.co.uk](mailto:t.hullett@carersfederation.co.uk)



# The Mentoring Project

## Equal Opportunities Policy Statement

The Mentoring Project is committed to ensuring that people from all sectors of the community have an equal opportunity of becoming Volunteers.

The organisation will not discriminate on the grounds of colour, race, religion, gender, age, marital status, sexual orientation or disability.

The Mentoring Project works across Nottingham and Nottinghamshire with a diverse range of children, young people and families.

The organisation expects all Volunteers to be aware of and sensitive to the impact of class, race, religion, gender, sexuality and disability on attitudes, judgements and relationships.



# ***The Mentoring Project***

## ***Volunteers Mission Statement***

The Carers Federation recognises the important contribution  
Volunteers can make to an organisation such as ours.

We believe that an investment should be made to Volunteers to  
enhance their personal development.

To this end we will provide regular and on-going support,  
supervision and training to both enhance their Voluntary work  
with us, and their opportunities in the wider community.