

## Volunteer Application Form

Thank you for your interest in becoming a volunteer.

Please ensure you read the Role Profile for the role(s) you're applying for in full before completing this form.

If you have any questions contact one of the team on 01274 730815 or email [communitycompanions@mindinbradford.org.uk](mailto:communitycompanions@mindinbradford.org.uk).

Please note that the journey from application to friendship can take a minimum of 12 weeks. The post is subject to a three-month probationary period.

ESSENTIAL CLIENT INFORMATION	
FORENAME(S)	
SURNAME	
DATE OF BIRTH	
EMAIL	
HOME TELEPHONE	
MOBILE TELEPHONE	
ADDRESS LINE 1	
ADDRESS LINE 2	
TOWN/CITY	
COUNTY	
POST CODE	

*The information you provide us on the following pages will help us in the next stage of your application, so please give us as much detail as possible.*

1. Have you been a volunteer before?                      YES                      NO

If yes, please provide a brief description of the role and the organisation you volunteered for:

2. If you have a visual impairment or a disability that may require additional support, please indicate here and we will discuss this with you at the interview stage:

3. Please explain why you would like to be a volunteer with The Community Companions Project - what do you hope to gain and what do you believe you can offer?

4. Would you be comfortable being matched with someone who has memory loss or Dementia?

5. Please tell us about any skills and experience that might be relevant to your work as a volunteer with Mind:

6. If you have any particular experience, (in a paid or unpaid capacity) of working with, or supporting, people with loneliness, isolation, anxiety or depression please tell us about it here (you do not need to have past experience):

7. Please provide details of your interests or hobbies:

## REFERENCES

Please can you give two character references; these should be people who know you well and have done so for at least the past two years. (One should not be a relative).

*(We will not contact your referee until we have spoken to you directly and you have confirmed that you want to proceed).*

	FIRST REFERENCE DETAILS:	SECOND REFERENCE DETAILS:
RELATIONSHIP TO YOU		
FULL NAME		
JOB TITLE		
EMAIL (REQUIRED)		
PHONE NUMBER		

Your Signature: .....

Date: .....

## DISCLOSURE CHECKS

In order to ensure we safeguard the people that we support, we are committed to DBS checking our volunteers. Please do not send us copies of your documents at this time; we will be in touch in the future as we progress with the DBS.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? If so, please detail them here:

Do you have an existing/current Disclosure Check, registered on the update service?  
Yes\* / No

\*If yes please supply us with the following information:

Certificate Number:	
Date of Issue:	

Please email your completed application form to [communitycompanions@mindinbradford.org.uk](mailto:communitycompanions@mindinbradford.org.uk) or post to: *Mind in Bradford, Kenburgh House, 28 Manor Row, Bradford, BD1 4QU.*

Once complete, this form will contain personal and sensitive information about you and your referee.

*Email cannot be guaranteed as secure, as email messages can be deliberately intercepted or accidentally misdirected.*

### Data Protection Statement

1. Mind are a Data Controller of personal information and only collects information about you that helps them to make improvements to their administration and to enable them to contact you if needs be.

2. All information you provide is stored on secure environment/servers.

3. The Principles require that personal information:

- a. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
- b. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
- c. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
- d. Shall be accurate and where necessary, kept up to date;
- e. Shall not be kept for longer than is necessary for that purpose or those purposes;
- f. Shall be processed in accordance with the rights of data subjects under the Act;
- g. Shall be kept secure i.e. protected by an appropriate degree of security;
- h. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

4. When handling of personal/sensitive information, we will, through appropriate management and the use of strict criteria and controls;

- a. Observe fully conditions regarding the fair collection and use of personal information;
- b. Meet our legal obligations to specify the purpose for which information is used;
- c. Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- d. Ensure the quality of information used;
- e. Apply strict checks to determine the length of time information is held;
- f. Shall be accurate and where necessary, kept up to date;
- g. Shall not be kept for longer than is necessary for that purpose or those purposes;
- h. Shall be processed in accordance with the rights of data subjects under the Act;
- i. Shall be kept secure i.e. protected by an appropriate degree of security;

In addition, Mind in Bradford will ensure that:

- a. Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- b. Methods of handling personal information are regularly assessed and evaluated;

All members of staff are to be made fully aware of this policy and of their duties and responsibilities under the Act.

All managers and staff must take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

- a. Paper files and other records or documents containing personal/sensitive data are kept in a secure environment;
- b. Personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically;
- c. Individual passwords should be such that they are not easily compromised.

5. The Data Protection Act (1998) gives individuals the right to access personal data about themselves. All requests for access to personal data should be made in writing to the Administration Officer of Mind in Bradford who will then process the request. All written requests must use the Subject Access Request form.

Requests for access to personal data must include:

- a. A description of the personal data requested (i.e. all date, or recovery plan data);
- b. Further information to identify the individual, if necessary;
- c. Payment of a fee of £10.00.

Mind in Bradford will respond promptly, and at the latest within 40 days of receiving the fee, and sufficient information to identify the data requested.

If Mind in Bradford cannot comply with the request, the reasons must be documented. The requester will be advised of these in writing, where possible.