|  |  |
| --- | --- |
| **be One in a million** |  |
| Volunteer application form Birmingham City Council is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age. |  |
| FOR OFFICE USE |
| Right to Work in UK |  |
| Reference 1 |  |
| Reference 2 |  |
| Interviewed |  |
|  |  |
|  |  |
|  |  |
|  |
| **1. Vacancy Details** **This section must be completed** |
|   |  |  |  |   |  |
|  |
| **2. Personal Details**  |
|  First name(s): |  |  Last name: |  |  Title: e.g. (Mr,Mrs,Ms):  |  |
|  Address: |  |
|  |  Postcode: |  |
|  Daytime tel no: |  |  Evening tel no:  |  |
|  Mobile tel no: |  | Email: |  |
|  |
| Please indicate if you are happy to receive correspondence via your email address.  | Yes [ ]  No [ ]  |
|  |
| National Insurance Number, if you have one |  |  |  |  |  |  |  |  |  |  |
|  |
| Current driving licence (if this is a requirement of this job):  | Yes [ ]  No [ ]  |
| If YES, type of licence |  |  |
|  |
| **3. Arrangements for Volunteering** |
|  |
| If you have a disability, are there any arrangements which we can make for you? Yes [ ]  No [ ]  |
|  |
| If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc). |
|  |
|  |
|  |
|  |

|  |
| --- |
| **4. Education/Qualifications** (including overseas) Please start with secondary education. |
|  |
| From | To | Secondary School/ | Examinations taken | Results  | Date  |
| mth | yr | mth | yr | College/University etc | or to be taken | & grades | gained |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **5. Training** Please list any course(s) which you have undertaken which are relevant. |
|  |
| Year | Organising body | Course title | Length |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please continue on a separate sheet if necessary. |

|  |
| --- |
| **6. Membership** Please indicate membership of any organisation(s) relevant. |
|  |
| Name of organisation | Type of membership | Date of membership |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **7. Past Employment & Experience** (if any) include voluntary or other relevant experience. |
|  |
| From | To | Employer | Job Title | Reason for change |
| mth | yr | mth | yr |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| Please continue on a separate sheet if necessary. |

|  |
| --- |
| **8. Present or Most Recent Employment** (if any) |
|  |
|  Job title: |  | Employer: |  |
|  Salary: |  |
|  Date Started: |  | Date left (if applicable): |  |
|  Address: |  |
|  | Postcode: |  |
|  Reason(s) for leaving (if applicable): |  |
|  |
|  |

|  |
| --- |
| **9. Ill Health Retirement/Dismissal** |
|  |
|  Have you ever taken ill health retirement from Birmingham City Council or been dismissed for some other reason?Yes [ ]  No [ ]  |
|  If yes, please give the date and department/directorate: |  |
|  |
|  |

|  |
| --- |
| **10. References** Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references. |
|  |
|   |
|  Name: |    | [ ]  |
|  Address: |  |
|  | Postcode: |  |
|  Tel no: |  | Email: |  |
|  Job title: |  | Relationship to you: |  |
|  If this referee knows you by another name please give that name: |  |
|  |
|  Name: |    | [ ]  |
|  Address: |  |
|  | Postcode: |  |
|  Tel no: |  | Email: |  |
|  Job title: |  | Relationship to you: |  |
|  If this referee knows you by another name please give that name: |  |

|  |
| --- |
| **11. Why would you like to volunteer for BAES?** |
|  |
|  |
| Please give details: |
|  |

|  |
| --- |
| **12. Data Protection Act 1998 - Consent and Certification of Details** |
|  |
| The information detailed in this application form may be used by Birmingham City Council in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:* Survey and research organisations (for monitoring purposes only).
* Local Government Authorities
* Central Government Authorities
* Organisations that handle or investigate the proper use of public funds
* Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.I, (print name):  |
| Consent to Birmingham City Council recording and processing the information detailed in this application form. I understand that this information may be used by the City Council in pursuance of its business purposes and my consent is conditional upon the City Council complying with their obligations under the Data Protection Act 1998.I also confirm that the information contained in this application form is correct.Signature: Date:  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **Recruitment Monitoring** |  |  |
| Name: |  |  | **Gender** |
|  |  |  | I am: Female [ ]  Male [ ]  |
|  |   |  | Date of Birth: |  | Age:  |  |
|  |  |  |
| To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate: |  | Disability The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.Do you have a disability as defined above? Yes [ ]  No [ ] If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here. [ ]  |
|  |
|  |  |
| Ethnic Origin |  |
| Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included. |  |
| A White |  |
|  |  | Employment Status |
| British [ ]  Albanian/Kosovan [ ]  Roma [ ]  |  |
| Irish [ ]  Bosnian [ ]  |  | Are you currently employed by Birmingham City Council? |
|  |  | Yes [ ]  No [ ]  |
| Any other White background please write in below: |  | If yes, please state if you are employed on a temporary, casual or permanent basis: |
|  |
|  |  |  |
| B Mixed |  | Are you currently unemployed? Yes [ ]  No [ ]  |
|  |  |  |
| White and Black - Caribbean  | [ ]  |  | Job Advertisement |
| White and Asian | [ ]  |  |  |
| White and Black - African | [ ]  |  | How did you first find out about this job? Please specify the source or publication. |
| Asian and Black  | [ ]  |  |
|  |  |  |  |
| Any other Mixed background please write in below: |  | Forward  | [ ]  |
|  |  |  |  |
|  |  | Birmingham Evening Mail | [ ]  |
| C Asian or Asian British |  |  |  |
|  |  | Other Newspaper (please specify),  |  | [ ]  |
| Indian [ ]  Kashmiri [ ]  Pakistani [ ]  Bangladeshi [ ]  |  |  |  |
|  |  | Professional Journal (please specify), |  | [ ]  |
| Any other Asian background please write in below: |  |  |  |  |
|  | Radio (please specify), |  | [ ]  |
|  |  |  |
| D Black or Black British | Birmingham City Council Website | [ ]  |
|  |  |  |
| Caribbean [ ]  African [ ]  | Jobsgopublic Website | [ ]  |
|  |  |  |  |
| Any other Black background please write in below: |  | Website, other (please specify), |  | [ ]  |
|  |  |  |  |
|  |  | Word of Mouth | [ ]  |
| E Chinese or other ethnic group |  |  |  |
|  |  | Careers/open day (please specify), |  | [ ]  |
| Chinese [ ]  Arab [ ]  Afghan [ ]  |  |  |  |
| Kurdish [ ]  Vietnamese [ ]  |  | Jobcentre Plus | [ ]  |
|  |  |  |  |
|  |  | Search Consultant | [ ]  |
| Any other please write in below: |  |  |  |  |
|  |  | Other (please specify), |  | [ ]  |