



The Royal National College for the Blind
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VOLUNTEER APPLICATION FORM

This form should be used by anyone wishing to volunteer for RNC. All information will be treated as confidential.

PERSONAL DETAILS

SURNAME:

TITLE FOR CORRESPONDENCE (Mr/Mrs/Miss/Dr/Ms):

FORENAME(S):

KNOWN AS (If different from above):

ADDRESS:

HOME TELEPHONE (including STD Code):

MOBILE:

EMAIL:

CONTACT NAME (for use in emergency only):

CONTACT TELEPHONE:

CONTACT MOBILE:

This document is available in large print and other formats. Please contact Kay Mellish on 01432 265725 or kay.mellish@rncb.ac.uk for further assistance.

Please return this completed document to Kay Mellish, Volunteer Co-ordinator.

**Patron: HRH The Prince of Wales, KG
President : The Hon Mrs White
Chairman: David Adams**

The First Choice for People who are Blind or Partially Sighted

September 2008



APPLICATION INFORMATION

POSITION APPLIED FOR (if known):

AVAILABILITY:

Any amount of time you give is valuable to us, be it an hour every now and then or a regular commitment. It will be helpful if you will please indicate below your availability (please tick as appropriate):

At one off events:

Every week:
(please indicate days available & whether this is day or evening)

Every month:
(please indicate days available & whether this is day or evening)

Negotiable:

EXPERIENCE, LEARNING & SKILLS:

Please provide details of any experience, learning and skills you can bring to RNC:

INFORMATION TO SUPPORT YOUR APPLICATION:

Please state briefly why you wish to become a volunteer at RNC.

Please continue on a separate sheet if you wish.

Do you drive and do you have a car available for volunteering purposes?

Do you have any requirements that we need to be aware of?

For example you may need communication support such as an interpreter or palantypist, large print, ramp access or regular breaks. This will not affect your volunteering with us, but will enable us to make sure everything is right for you in advance.

Are you able to use Braille?

Are you able to use Sign Language for the Deaf?

Do you have a criminal record?

You are not required at this stage to disclose any spent convictions, however, all volunteers will be required to have a Standard or Enhanced Disclosure from the Criminal Records Bureau.

If you are not a member of the European Community, do you require a work permit?

Please note – individuals need a work permit visa or a student visa to volunteer and cannot do any type of work, including voluntary work, on a visiting visa.

How did you learn about this vacancy?



REFERENCES

All appointments are subject to receipt of satisfactory references. Please give details of two people who we can approach for references. If you have worked in the past five years, at least one reference should be obtained from your last employer. Both referees will be contacted prior to your appointment as a volunteer unless otherwise requested. If you have just completed full-time education, the details of the Head/Principal and/or Tutor should be provided. If you have neither worked nor studied recently, please provide two independent character referees outside your family, and not normally RNC employees. We may take up more than two references.

REFEREE ONE:

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

CAPACITY IN WHICH YOU KNOW THIS REFEREE:

REFEREE TWO:

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

CAPACITY IN WHICH YOU KNOW THIS REFEREE:

Equal Opportunities Policy

“As an equal opportunities employer we welcome applications from people in every part of the community.”

The Royal National College is committed to providing equality of opportunity. In order to help us ensure our policy is being carried out, we need the information below to analyse the applications we receive. The information you are providing on this page will provide a confidential record which will be used for monitoring purposes only. This form should be completed and returned with your volunteering application form.

POSITION APPLIED FOR (if known):

Personal details:

Male/Female (please delete as appropriate)

Age:

Under 25:

25 – 34

35 – 44

45 – 54

Over 54

Disability

Definition of Disability

The Disability Discrimination Act 1995 defines a “disabled person” as an individual with a “physical (including sensory) impairment or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities”. The impairment must have adverse effects which are substantial: e.g. non trivial or goes beyond normal differences between people. It must be a long term disability; either the effect must have lasted 12 months or is likely to have an effect for at least 12 months and must have an adverse effect on normal day-to-day activities.

Do you consider yourself to have a disability from the definition above?

Please delete as applicable.

Yes

No

If yes, are you registered disabled?
Please delete as applicable.

Yes
No

If yes, what is the nature of your disability?

National and ethnic origin

Please read the list below and indicate **one** that most nearly describes your ethnic origin.

White

British
Irish

Any other white background, please specify:

Black or Black British

Caribbean
African

Any other Black background, please specify:

Mixed

White & Black Caribbean
White & Black African
White & Asian

Any other mixed background, please specify:

Asian or Asian British

Indian
Pakistani

Bangladeshi

Any other Asian background, please specify:

Chinese or any other ethnic group

Chinese

Any other, please specify: