Please complete all boxes on this form. If you have questions or difficulty completing this form, please contact:

**Joy Kenyah, Volunteer Manager (Maternity Cover)**

I can be contacted on: joy@bristolrefugeerights.org or 0117 914 5473

If applying to volunteer as an Advocacy Caseworker or in the Early Years Project you will be asked to clarify that you are happy to complete an enhanced DBS check and provide details of any criminal convictions. These will only impact your ability to volunteer where relevant to the role.

All volunteers are asked to provide details of two referees who can attest to their suitability to volunteer with people who may be vulnerable and/or living extremely precarious lives.

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| **Personal Details** |
| **Name:**  |  |
| **Address:** **Postcode:**  |
| **Date of Birth:** | **Phone:** | **Email:** |
| **Immigration status:**  | Asylum Seeker | Refugee  | EU/UK citizen | Other: (please specify)…………………………………………………………. |
| **Why do we ask?** Primarily because in our experience roles such as the advocacy caseworker can be traumatic for those still going through the asylum system, or those whose immigration status is precarious for other reasons. Furthermore, some visas prohibit even volunteering.  |

|  |  |
| --- | --- |
| **Role** | **Day –** please highlight the days and roles you want |
| Interpreters | Tuesday | Wednesday | Thursday | Friday |
| Advice volunteers |  | Wednesday | Thursday |  |
| Welcome Volunteer |  | Wednesday |  |  |
| Early Years support assistant | Tuesday | Wednesday | Thursday | Friday |
| Bilingual Teaching assistant Arabic |  | Wednesday |  |  |
| Afternoon Kitchen Clear up |  |  | Thursday |  |
| Kitchen assistant |  | Wednesday | Thursday |  |
| Destitution Support |  |  | Thursday |  |
| Massage therapist |  |  | Thursday |  |

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| **Please tell us which roles you are applying for and why?** |
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| **Please tell us about any experience you have which makes you suitable for the role(s).** *\* For advice roles - We are especially interested to hear about previous experience in the legal field, casework or other advocacy roles you have performed in the past.*  |
|   |
| **Please tell us about the skills and attributes you have that will make you good at this work, with examples where possible.**  |
|  |

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| --- | --- | --- |
| **How long do you think are you able to commit to volunteering?** **\***most roles require minimum of 6 months. **Advocacy volunteers should be able to commit to at least 12 months**. Recruiting and training volunteers takes a lot of work, please consider carefully whether you can commit. | **6 months** | **1 Year** |

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| **EARLY YEARS AND ADVOCACY ROLES ONLY** |
| **Convictions and Disclosure**Volunteers in BRR **Early Years and Advocacy** teams are require to complete an enhanced DBS check. These roles are exempt from the Rehabilitation of Offenders Act (1974). It is therefore necessary for you to answer the following Question: |
| Have you ever been convicted of a criminal offence by a court of law? | No |
| **If yes, please complete the following\*:**  |
| **Date** | **Place** | **Offence** | **Sentence** |
|  |  |  |  |
| The disclosure of convictions will not automatically disqualify an applicant from volunteering as the relevance and timing of convictions will be considered. The information would be seen by the Volunteer Manager and Trustees only.We will arrange your disclosure check in accordance with our Disclosure Check Policy. Please note that volunteering in this role cannot begin until the check has been obtained. |

**Data Protection**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete.

As part of the Volunteer recruitment process, BRR collects and processes personal data relating to applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The Privacy Notice attached to this form explains how we will treat the information you provide.

|  |  |
| --- | --- |
| **Signature**: (If responding by email, no need to sign.) | **Date**:  |

|  |
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| **Please provide names and contact details of two people who have known you for more than two years who could provide a reference for you:** *At least one of these should be your current or most recent supervisor in either a paid or voluntary role.*   |
| **Name:** **Email:** **Tel:** **Address:** **Relationship to you:**  | **Name:** **Email:** **Tel:** **Address:** **Relationship to you:**  |

Please complete the equal opportunities form and return both forms to:

Joy Kenyah – joy@bristolrefugeerights.org

Or by post to Joy Kenyah, Bristol Refugee Rights, St Pauls Learning Centre, 94 Grosvenor Road, Bristol BS2 8XJ.

# Equalities Monitoring Form

|  |  |
| --- | --- |
| **Gender?** [ ]  Male [ ]  Female | [ ]  Gender fluid/non binary/other [ ]  Prefer not to say  |
| **What was your gender at birth?** | [ ]  Male [ ]  Female [ ]  Prefer not to say |
| **Age:** [ ]  16-24 [ ]  25-49 [ ]  50-64 | [ ]  65-74 [ ]  75 or over [ ]  Prefer not to say |
| **What is your ethnic group?** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | *Asian or Asian British*Indian Pakistani Bangladeshi Chinese Any other Asian background*Black or Black British*African Somali Caribbean Any other Black background*Any other ethnic groups*Arab IranianIraqi Kurdish Turkish Any other ethnic background | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | *Mixed/Multiple ethnic groups*White and AsianWhite and Black AfricanWhite and Black CaribbeanAny other mixed background*White*British Eastern EuropeanGypsy IrishIrish or Scottish TravellerRomaAny other white backgroundPrefer not to say  |
| **What is your religion?** | [ ] [ ] [ ] [ ] [ ] [ ]  | Buddist Christian Hindu Jewish Muslim Sikh  | [ ] [ ] [ ] [ ]  | No religion Other religion (please write)---------------------------------------Don’t know/not surePrefer not to say  |
| **Do you consider yourself to have a disability?** Please describe the nature of your disability | [ ]  Yes [ ]  No [ ]  Prefer not to say  |
| **What is your sexuality?** | [ ] [ ] [ ]  | BisexualLesbianHetrosexual (straight) | [ ] [ ] [ ]  | GayOther Prefer not to say |
| **Are you a refugee, former refugee or asylum seeker** | [ ]  Yes [ ]  No [ ]  Prefer not to say |

**Bristol Refugee Rights - Volunteer Privacy Notice**

This notice is compliant with the General Data Protection Regulation (GDPR) which came into effect in the UK on the 25th May 2018 and provides people who volunteer with BRR with information about how their personal data will be used.

As part of any volunteer recruitment process Bristol Refugee Rights (BRR) collects and processes personal data relating to applicants. BRR is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does BRR collect?**

BRR collects and processes a range of information about you. This includes:

* your name, address and contact details, including email address , telephone number and emergency contact details;
* details of your qualifications, skills, experience and employment history;
* whether or not you have a disability for which BRR needs to make reasonable adjustments; and
* equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

BRR may collect this information in a variety of ways. For example, data might be collected through application forms, obtained from your passport or other identity documents, or through an interview process.

BRR may collect personal data about you from third parties, such as references supplied by your nominated referees.

Data will be stored in a range of different places, including in your application record, BRR’s volunteer management systems and in other IT systems (including BRR’s email system).

**Why does BRR process personal data?**

BRR needs to process your data to take steps at your request prior to your volunteering with BRR.

In some cases, BRR needs to process data to ensure that it is complying with its legal obligations. For example, some voluntary roles will be subject to a DBS check.

BRR has a legitimate interest in processing personal data during the process of placing volunteers and for keeping records of the process. Processing data from volunteer applicants allow us to manage the process and assess and confirm a candidate’s suitability for the role.

BRR processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor statistics for our funders and to report to them. Data that BRR uses for these purposes is anonymised and is collected with the express consent of volunteers, which can be withdrawn at any time. Volunteers are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the BRR staff team.

BRR will not share your data with third parties except to obtain references when we will share your data with your nominated referees.

BRR will not transfer your data to countries outside the European Economic Area.

**How does BRR protect data?**

BRR takes the security of your data seriously. BRR has an Information Security and IT Policy in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

**For how long does BRR keep data?**

Your data will be kept according to the retention schedule set out in our Data Protection Policy. This sets out retention of job applicants data as follows:

|  |  |  |
| --- | --- | --- |
| Volunteers, members and service users | 6 years from date of last contact | This will allow for references to be provided (if applicable) and for funding reporting. |
| Volunteer applicant information | 1 year | The information about people who have applied to volunteer but have not been placed will be kept for 1 year to allow placement when possible. |

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require BRR to change incorrect or incomplete data;
* require BRR to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the BRR is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Office Manager.

If you believe that BRR has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to BRR during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.