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Royal Berkshire Fire and Rescue Service, Newsham Court, Pincents Kiln, Calcot, Reading, RG31 7SD

Web: www.rbfrs.co.uk Phone: 0118 945 2888

**Application Form**

**Volunteer Role:**

|  |
| --- |
| **Personal Information**  |
|  |
| Title**:**       |
|  |
| First / Given Name:       |
|  |
| Family Name       |
|  |
| Previous Family Names:       |
|  |
| Home Address:       | Postcode:       |
|  |
| Email Address:       |
|  |
| Contact Telephone Number (Home)       [ ]  (tick your preferred contact) |
|  |
| Contact Telephone Number (Mobile)       [ ]  (tick your preferred contact) |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **National Insurance Number** | |    | |    | |    | |    | |   |

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| --- | --- | --- |
| **Are you over 18 years of age?** *RBFRS policy states that all volunteers must be over the age of 18 years* | Yes [ ]  | No[ ]  |

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| **Right to Work in the UK** Are there any restrictions on your right to work in the UK? Yes [ ]  No [ ] If yes, please provide details:       |

**Why do you think you are suitable for this role?**

Please explain why you are interested in becoming a volunteer, include the personal qualities and attributes that make you suitable, and give details of any relevant skills, interests, experience and achievements.
Use additional sheets where necessary.

Please refer to any relevant experience gained from work, education or other volunteer roles.

*Note: when forwarding this application form, remember to include any continuation sheets.* ***Complete using normal lower case.***

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|       |
| **Volunteering**Have you volunteered at any other organisation? Yes [ ]  No [ ] If yes, please provide details:       |

|  |  |  |
| --- | --- | --- |
| **Previous Fire and Rescue Service Employment**Have you previously been employed in any capacity by any Fire and Rescue Service? [ ]  Yes [ ]  NoIf YES, which Fire Service?      Position

|  |  |
| --- | --- |
| Date From (dd/mm/yyyy)       | Date To (dd/mm/yyyy)       |

Reason for Leaving       |

**References**

Please supply the names of two people who can provide references. One of these should be your current employer (or your most recent employer if you are not currently employed). The other should be someone who has known you for more than 2 years but not a family member, for example a close family friend, a college tutor, your doctor, your community or church leader.

|  |  |
| --- | --- |
| **Referee One**  | **Referee Two**  |
| Name: |       | Name:  |       |
| Address:  |       | Address:  |       |
| Email:  |       | Email:  |       |
| Tel: |       | Tel:  |       |
| Relationship: |       | Relationship: |       |

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| **Driving Licence** |
| (Information is only used for shortlisting where posts require it) |
|  |
| Do you hold a current driving licence? [ ]  Yes [ ]  No |
|  |
| Do you have daily use of a car? [ ]  Yes [ ]  No |

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| **Declaration of Offences** |
|  |
| Do you have any convictions which are not spent under the Rehabilitation of Offenders Act 1974 or are there any charges pending?  |
|   |
|  Yes [ ]  No [ ]  |
|  |
| If yes, please provide details      |
| N.B If the volunteer opportunity is subject to Safeguarding provisions you must declare all convictions, whether spent or not. An enhanced Disclosing and Barring Service check will be undertaken.  |

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| **Relationships**Do you have a personal relationship with any member of the Fire and Rescue Service, Officer or elected member of the Royal Berkshire Fire Authority? Yes [ ]  No [ ] If YES, please give details       |

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| **Your Privacy****Royal Berkshire Fire and Rescue Service (RBFRS) is committed to keeping your personal data private. We shall process any personal data we collect from you in accordance with Data Protection Legislation.** **For further information about how we use your personal data for this purpose, please read our** [**Privacy Notice**](https://www.rbfrs.co.uk/_resources/assets/attachment/full/0/3230.pdf) |

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| **Declaration** I declare that the information given to support my application is to the best of my knowledge true and correct. I understand that any false or misleading information given in this application will immediately terminate my Volunteer status. I agree to the information in this form being used for the purposes of processing my application in accordance with the Data Protection legislation.Signed:      Date:       |

**Please return your completed application form to the Volunteer Co-Ordinator
by email to:** **volunteer@rbfrs.co.uk**

**OR by post to:**

**Volunteer Co-ordinator**

**Royal Berkshire Fire and Rescue Service
Newsham Court**

**Pincents Kiln**

**Calcot**

**Reading**

**RG31 7SD**



**Office use only:** Ref. number

**Equal Opportunities Monitoring**

The Fire and Rescue Service is an equal opportunities employer and is determined to ensure that:

* The workforce reflects the diverse society that it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
* All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, disability, creed, religion or belief.
* No job applicant or employee is disadvantaged by conditions or requirements that cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only, will not be linked to an individual and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

We are not legally required to collect data on employees’ religion or sexual orientation. However we have committed to doing so because this information makes us better informed about the effectiveness of our equality policies. If you are employed, this information will not form part of your personal record file.

**This information forms no part of the recruitment process. It will be detached from your application on receipt.**

*Please tick the appropriate boxes*

**Gender** [ ]  Female [ ]  Male

**Marital Status** [ ]  Single [ ]  Married / Civil Partnership [ ]  Divorced [ ]  Separated

 [ ]  Widowed [ ]  Other Dependents

How would you describe your ethnic origin. *Please tick the appropriate box.*

|  |  |
| --- | --- |
| **White** | **Asian or Asian British** |
| [ ]  White British | [ ]  Indian |
| [ ]  White Irish | [ ]  Pakistani |
| [ ]  Other White | [ ]  Bangladeshi |
| **Mixed** | [ ]  Other Asian |
| [ ]  White and Black Caribbean | **Black or Black British** |
| [ ]  White and Black African | [ ]  Caribbean |
| [ ]  White and Asian | [ ]  African |
| [ ]  Other Mixed | [ ]  Other Black |
| **Chinese or Other Ethnic Group** |  |
| [ ]  Chinese | **Don’t Know / Prefer Not to Say** |
| [ ]  Other | [ ]  Don’t Know / Prefer Not to Say |

Do you consider yourself to be disabled? Yes [ ]  No [ ]

If YES, please briefly say why

*If you are disabled and meet the essential requirements of the job, we will guarantee you an interview. We will contact you to discuss the requirements as it may be required to share information with recruiting managers.*

Please state your religion or belief, if any

*Please tick the appropriate box*

[ ]  Heterosexual [ ]  Gay man [ ]  Gay woman / lesbian [ ]  Bi-sexual [ ]  Rather not say

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