# ACCG Volunteer Application Form

Full name:

Current address:

| | Postcode: |
|---|---|

| Home Tel no: | Mobile no: |
|---|---|

Email:

Date of birth:

**We have a range of volunteering opportunities available. Please tick those that interest you.**

| ☐ Activity support | ☐ Media and communications | ☐ Building/ renovation |
|---|---|---|
| ☐ Welfare support | ☐ Wellbeing volunteer | ☐ Community support |
| ☐ Campaign volunteer | ☐ Dementia support | |
| ☐ Event volunteer | ☐ Carers support | |
| ☐ Gardening volunteer | ☐ Finance support | ☐ Other: |
| ☐ Kitchen volunteer | ☐ Business support | |
| ☐ Lead volunteer | ☐ Holistic Therapy support | |

**What skills and qualities do you have that would be relevant to volunteering at ACCG?**




**Have you any unpaid or paid work experience relevant to ACCG?**
**Please give details of workplace, any volunteer placements, your role, and length of time spent there.**




**Please mark the times that you are available to volunteer:**

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday (events) | Sunday (events) |
|---|---|---|---|---|---|---|---|
| **Morning** | | | | | | | |
| **Afternoon** | | | | | | | |
| **Flexible** | | | | | | | |

| Do you know anyone who works or volunteers for ACCG? | Yes / No |
|---|---|
| Do you know anyone who provides a service to ACCG? | Yes / No |

In your own interest and that of our clients, we need a reference from two people who have known you for at least two years. They must not be relatives. If this proves difficult, we will be happy to discuss this further with you.

| Referee 1: | Referee 2: |
|---|---|
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Contact number: | Contact number: |
| Mobile: | Mobile: |
| Email: | Email: |

Some of our work brings us into contact with vulnerable people. For their safety, we may need to carry out a disclosure & barring service check for some of our volunteer roles. Having a criminal conviction will not automatically disqualify you from volunteering with us. Please do advise us below if you have a criminal record with brief details?

| Please provide details of at least one emergency contact below (e.g. Your next of kin): | |
|---|---|
| Emergency contact 1 | Emergency contact 2 |
| Name: | Name: |
| Relationship to you: | Relationship to you: |
| Contact number: | Contact number: |
| Email: | Email: |

| Are you ok for ACCG to contact you with the details you have provided above? | Yes / no |
|---|---|

Information on our database is strictly confidential and we do not pass on any personal data about you to outside organisations and/or individuals without your express personal consent.

In accordance with the data protection act 2018, by signing below, i acknowledge that accg may hold and use personal information about me for volunteering purposes in line with the privacy notice that is available. This information, including that contained in this form can be stored on both manual and computer files, and annonymised statistics can be produced, that is not personally identifiable, to support the operation of the charity.

| By signing below i also declare that all information I have supplied on this form is complete and accurate. | |
| --- | --- |
| Signature: | Date: |

Please return this form to:

Admin, ACCG, Claremont Centre, 2 Jarvis Road Manchester M15 5FS

Email: recruitment@accg.org.uk          General enquiries: 0161 226 6334

**EQUAL OPPORTUNITIES MONITORING FORM**

ACCG is an Equal Opportunities employer.  Part of this is to monitor the recruitment process to ensure that our procedures are non-discriminatory.

Please complete the monitoring form below.  The information you give will be used only for monitoring purposes and will be confidential.  It will only be seen by staff monitoring the volunteer programme and recruitment for said programme.

*(Double click on the boxes below and select 'checked')*

1. Gender

| Male | ☐ | Non-Binary | ☐ |
|---|---|---|---|
| Female | ☐ | Tran Gender | ☐ |
| Other: | ☐ | Do Not Wish to Disclose | ☐ |

2. What is your age

| Under 45 | ☐ | 45 – 50 | ☐ |
|---|---|---|---|
| 51 – 55 | ☐ | 56 – 60 | ☐ |
| 61 – 65 | ☐ | 65 + | ☐ |

3.  What is your ethnic origin

| **White** | |
|---|---|
| British | ☐ |
| Irish | ☐ |
| Any other white background, please specify | |
| **Mixed** | |
| White and Black Caribbean | ☐ |
| White and Black African | ☐ |
| White and Asian | ☐ |
| Any other Mixed background, please specify | |
| **Asian, Asian British** | |
| Indian | ☐ |
| Pakistani | ☐ |
| Bangladeshi | ☐ |
| Chinese | ☐ |
| Any other Asian background, please specify | |
| **Black, Black British** | |
| Caribbean | ☐ |
| African | ☐ |
| Any other Black background, please specify | |
| **Other Ethnic Group,** please specify | |
| **Do Not Wish to Disclose** | ☐ |

4. Sexual Orientation:

| Heterosexual | ☐ | Gay | ☐ |
|---|---|---|---|
| Lesbian | ☐ | Bisexual | ☐ |
| Prefer Not to Say | ☐ | Other: (please specify) | |

5. Do you consider yourself to have a disability? Yes / No

| |
|---|

**Privacy Notice**
**Volunteering for ACCG**
This is your copy for your records – please keep.

When enquiring about volunteering, applying to volunteer, or actively acting as a volunteer, **ACCG** will act as **"Data Controller"** (i.e. the organisation keeping and processing your information) with regard to the data you provide.

**Information gathered:**
To process your enquiry we may ask for your name and contact details, making you the "Data Subject"; this information will be passed to the Volunteer Manager. The information provided will not be used for any form of profiling or automated decision making.

Other relevant data we may ask for when you apply to volunteer is detailed below:

| Name | Address |
|---|---|
| Email address when applicable. | Telephone number(s). |
| Date of birth. | Your work and volunteering experience. |
| Your availability (days/times/locations you can volunteer). | What type of voluntary work you are happy to do. |
| If you can drive (and details about that where applicable.) | Health and safety information (i.e. relevant medical information). |
| References (you must have permission to provide their details). | Relationship to any ACCG member of staff or volunteer. |
| Details of any unspent criminal convictions. | Emergency contact details (next of kin etc. – you must have permission to provide their details). |
| Ethnic group | Sexual Orientation |

Based on your submitted volunteering application form a database record will be created on a secure content management system called **CharityLog** – see www.charitylog.co.uk. Charitylog is the trading name of Dizions Ltd; Company Reg: SC340502 registered in Scotland.

CharityLog utilizes secure cloud data storage in data centres run by RackSpace with redundant backups, in data centres within the UK. Their staff do not have access to your data unless specifically instructed by ACCG and only temporarily in the cases of technical support or data migration. In these limited cases Dizions acts as a "Data Processor" on behalf of, and under specific instruction from, ACCG as the "Data Controller".

An electronic scan of your form will be created and attached to a database record. Your ethnic and religious information will be kept separate and anonymous for statistical analysis only. Information provided to 3rd parties such as the NHS or the City or Borough Council will be anonymised for statistical use only. Un-anonymised information will only be provided to 3rd parties with your express permission on a case by case basis (e.g. to provide a reference to a prospective employer).

The physical copy of your application form, any other physical data, and any electronic copies not attached to your record, will be kept secure and securely destroyed within **14 days** of being added to your database record.

If you do not go on to be a volunteer all electronic data will be securely destroyed within **30 days** of last contact with you. All physical data (e.g. your application form) will be securely destroyed at the end of use and/or converted into electronic data.

Your database record may be updated with information regarding your time volunteering with ACCG, you will be informed verbally or in writing of any data being recorded at the time of it being created. If you stop volunteering with us for any reason your database record will be anonymised within **6 months** unless you ask us, or agree to us, keeping the record for a longer period of time.

For the purposes of administering your voluntary service with ACCG your information will be processed under the lawful basis of "legitimate interest"; with the legitimate interest in question being the continuation of our volunteer programme to support the aims of the charity. Not providing the requested information may restrict the roles you can take and in the case of health & safety, or other critical data, may result in putting yourself or others at risk.

**Your rights:**
Under Data Protection laws regarding personal data of England and/or the United Kingdom of Great Britain and Northern Ireland:

- You have the right to be informed (e.g. this privacy notice and the option to receive a copy.)
- You have the right at any time (within reason) to request a copy of the records held about you.
- You have the right to request a correction or completion of personal data held about you where it is incorrect or incomplete.
- You have the right to complain to ACCG and/or the Information Commissioner's Office (ICO – www.ico.org.uk) if you believe your data is being dealt with incorrectly, inappropriately or illegally.

If you stop volunteering (this would prevent the administration of your volunteer service):

- You have the right to request erasure or to be "forgotten" (your record anonymised).
- You have the right to request restrict the processing of your data (your record preserved as is, but not processed).
- You have the right to object to your personal data being processed under specific circumstances and thus request it is stopped and/or you no longer contacted.

To exercise any of your rights please write to us at either the address or email address below, or visit us during the posted hours of opening to make a request in person. We will require identification to be able to authorise the request. We will then respond in writing within **30 days.**

**ACCG** is a registered charity (number 1028464) and company limited by guarantee (number 2802745).
The registered address is ACC, Claremont Resource Centre, 2 Jarvis Road, Manchester, M15 5FS. The organisation can also be contacted by telephoning 0161 226 6334 or emailing recruitment@accg.org.uk for any volunteering enquiry or with any data protection enquiries for the Data Protection Officer. ACCG is registered with the Information Commissioners Office as a Data Controller.