



Application Form Volunteering for The Royal British Legion



Please complete this form as fully as possible and e mail or send it to the address shown on the website or given in the information you have received about volunteering with The Royal British Legion.

The Legion endeavours to recruit volunteers representative of the diverse communities we work within, and therefore we welcome applications from people from all backgrounds, abilities and social circumstances. We aim to create a positive environment that enables all volunteers to realise their full potential.

YOUR CONTACT DETAILS

Full Name:

Home Address:

Postcode:

Telephone (home):

Mobile:

Email:

YOUR AVAILABILITY

When would you be available to volunteer? (please tick all that apply)

Weekdays Weekends Daytime Evenings Flexible

Location – please tell us whereabouts you are able to volunteer..

Are you willing to travel? by car by public transport

1. VOLUNTEER ROLES YOU ARE INTERESTED IN

Which role(s) are you interested in? (Please tick all applicable)

OPERATIONS

Caseworker Volunteer Admin Support Volunteer Information Volunteer
 Volunteer Coordinator Visitor Volunteer Ambassador Volunteer
 Poppy Home Volunteer Break Centre Volunteer

FUNDRAISING / POPPY APPEAL

Poppy Appeal Organiser Deputy Poppy Appeal Organiser

OTHER (please give details)

If you are interested in supporting the Legion through membership (for example, in a local branch as a Chair, Treasurer, committee member etc.) please visit www.britishlegion.org.uk/membership or contact your local branch, whose details can also be found on our website.

2. YOUR RECENT EXPERIENCE

Please tell us about your current or most recent volunteering or work experience, where possible covering the last 10 years. Please include dates and the organisation concerned where applicable. (If you have no prior work or volunteering experience, this does not necessarily prohibit you from volunteering for the Legion).

Organisation	Dates	Role

3. SKILLS AND EXPERIENCE

The role description will give you details of the skills we need for each volunteer role. Please use this space to tell us further information you think relevant – reflecting this against the role description(s) for the volunteer roles in which you are interested (continue on a separate sheet if necessary)

4. SERVICE BACKGROUND

Please include details of your current or past service in the UK Armed Services or of any family connection with the UK Armed Services.

5. ADDITIONAL INFORMATION

If you have a disability and would need some reasonable adjustments to support you in volunteering for the Legion, please include details here

6. REFERENCES TRBL Members may ask County/Branch Officials to serve as referees

Please supply the names, addresses and phone numbers for two referees. These should not be friends or family members, and ideally should be a former employer, organisation with which you have volunteered or an adult professional known to you, such as a teacher, GP, local councillor, etc.

NAME:

NAME:

HOW KNOWN TO YOU:

HOW KNOWN TO YOU:

ADDRESS:

ADDRESS:

POSTCODE:

POSTCODE:

TEL NO:

TEL NO:

EMAIL:

EMAIL:

7. CHECKING OF CRIMINAL RECORDS

FOR CASEWORK AND POPPY HOME VOLUNTEERS ONLY

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended in 2013)?

YES NO

Note: having a conviction or caution won't necessarily stop you from volunteering for us but we will need to take it into consideration when assessing your suitability for certain roles.

Do you have a current DBS certificate (checks are valid for 3 years)?

YES NO

If yes – DBS certificate number

8. APPLICATION DECLARATION

I declare that I have answered all questions fully and truthfully and understand that false or misleading information may lead to my application being terminated.

I hereby allow The Royal British Legion to perform a check of my background, including personal references and if appropriate to the volunteer role, a DBS check.

I understand that information collected during this background check will be limited to that appropriate in determining my suitability for particular types of volunteering, and that all such information collected during the check will be kept confidential.

Signed: **X**..... Print Name: **X**.....

Date: **X**.....

Are you a member of The Royal British Legion? YES/NO (delete as appropriate)

If yes, which Branch

If not, are you interested in finding out more information about becoming a member of The Royal British Legion? YES/NO (delete as appropriate)

For Office Use

Result of Application:

Resulted by:

Request for membership information forwarded to:

Any information contained in this form will be treated in strictest confidence and in accordance with the Data Protection Act 1998. This means it will be used solely for administrative purposes and held securely in our database. It will not be used for marketing purposes.

COMPLETING THE VOLUNTEERING APPLICATION FORM GUIDANCE NOTES

These notes are designed to help you in completing the volunteering application form so that we have all of the information that we need in order to be able to assess your skills and background and to judge the most suitable volunteering roles for you.

1. Volunteer role description

Each volunteer role with the Legion has a role description. You can find these on TRBL website (www.britishlegion.org.uk) or copies are available from your local office. The role description tells you what a volunteer in each role is asked to do and explains how each volunteer role operates within the wider team.

The role description also tells you about the sort of background, skills and experience that we need volunteers in each role to have.

If you are interested in more than one type of volunteering role then you need to tick all the boxes that apply. In such cases, you need to make sure that you include information in the skills and experience section of the form on all relevant aspects of your background.

Please note: you must be aged 18 or over to be appointed to any of the Operations volunteer roles.

2. Your recent experience

Tell us here about where you have been working or volunteering and the sort of roles that you've been undertaking over recent years. If you have been at school, college or university in this time, you might want to include details of projects or course work that you've undertaken that could be relevant to the sort of volunteering roles you are interested in.

3. Skills and experience

It is important that you tell us here how you meet the requirements of the role(s) you're interested in so that we can make an initial assessment of your suitability. Where you are invited to attend an interview, we will then talk to you more about your background and skills. If you have little or no work experience, you might want to include details of transferrable skills from time spent as a student or you might have relevant family or community experience.

4. Service background

Please give us details of your Service background if you or a member of your family has served in the UK Armed Forces. Not having a Service background will not be a barrier to volunteering for the Legion but we are keen to ensure that we also attract ex-Service personnel and members of their families as volunteers.

5. Additional information

The Disability Discrimination Act defines disability as '*A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day to day activities*'.

Please tell us here if you have a disability and would need us to make any form of reasonable adjustment in order to support you in being considered for or undertaking a volunteering role.

You can also use this section of the form to include any other information that you would like us to know about your application.

6. References

Unless you are already volunteering with the Legion, we will need to be able to take up references from two different individuals who know you well enough to be able to comment on your skills and reliability. We may take up references in writing or over the telephone.

7. Criminal record checks

NB – checks through the DBS (Disclosure and Barring Service) are only taken up where you are applying to be a casework or Poppy Home volunteer (or for any other role which falls within the definition of 'regulated activity'). If you are interested in such a volunteer role you MUST tell us about any convictions, cautions, reprimands or final warnings including any spent offences which are not 'protected'. However, having a conviction or caution doesn't necessarily mean that you will not be able to volunteer with us and we will consider every case on its individual merits.

Diversity monitoring form

We monitor the background of our volunteers because we want to ensure that we can reach excluded communities and therefore need our staff and volunteers to reflect the communities that we serve. We will not use the information that you give on this form in selecting our volunteers and we will ensure that we keep this information confidential.

Please note – there may be occasions when we will not be able to progress your application for volunteering at the present time due to not having any appropriate vacancies available in your area. If this is the case, we will inform you of this and, if you wish, we will keep your details on record and contact you again in the future if a suitable opportunity arises.

Existing Legion members / volunteers

If you are already a Legion member / volunteer, we would ask that you complete an application form so that we can gather the information that we need to hold on you for our database. This will ensure that you have access to the necessary training and ID documents. If we are already familiar with the skills and experience that you bring to a volunteering role, we will be able to assess your suitability on this basis and completing an application form does not mean that we will necessarily ask you to undertake a further interview.