# Sustrans logo RGB (2005)_SMALLVolunteer application form

Sustrans is committed to protecting your privacy and we work in full compliance with Data Protection legislation. We will only share your personal data when you provide us with your explicit consent to do so, or when legally required. However we may share your details with carefully selected third party suppliers (data processors) working on our behalf. You have the right to access and update the data we have about you. Our [Data Protection and Privacy Policy](https://www.sustrans.org.uk/privacy) explains your rights, who has access to your data and how we safeguard your personal data.

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| 1. Personal information | | | | | |
| Title: |  | First name: | |  | |
| Preferred name:  (if different) |  | Surname: | |  | |
| Address: |  | |  | | |
|  |  | | Post code: | |  |
| Telephone: |  | | Mobile phone: | |  |
| Email: |  | | | | |
| Are you aged 18 or over?: (click box to tick) | Yes  No If ‘no’, please also submit a [young person consent](http://bit.ly/2eRxmhI) form. (also available on the ‘volunteer vacancies’ page of our website) | | | | |

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| 2. Getting involved | | |
| What volunteer role are you applying for? Please specify |  | |
| Is there another way in which you would like to help? |  | |
| Whether you are applying for a specific vacancy or not, would you like to join up with local volunteers to: | Maintain local National Cycle Network routes:  Lead rides/walks for Sustrans after attending training:  Promote walking, cycling and Sustrans at events: | Yes  No  Yes  No  Yes  No |

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| 3. About you | | |
| How often would you like to volunteer? | Every week  Every month  Other, please specify | |
| Please tell us about your interests, hobbies, skills or experience |  | |
| What do you hope to gain from this volunteering experience? |  | |
| How did you hear about Sustrans’ volunteer programme? | Sustrans staff  Sustrans volunteer  Friend or family  Employer  Local volunteer centre  Sustrans poster or leaflet | Local press, TV or radio  National press, TV or radio  Sustrans website  External website  Social media  Other, please specify |
| Why would you like to be a Sustrans volunteer?  Tick all that apply: | |  |  | | --- | --- | | Addressing the issue of climate change  Being outdoors  Completing an award scheme (e.g. Duke of Edinburgh, John Muir)  Getting exercise  Getting more people walking and cycling in my area  Helping other people  Improving my employment prospects | Improving the local environment for walking and cycling  Improving the local environment for wildlife biodiversity  Learning new skills  Meeting new people  Socialising with like-minded people  Supporting the local community  Using my existing skills  Other, please specify | |  |  | | |
| Depending on your role, you might need a hi-vis vest or t shirt for your volunteer activities. Please indicate which size you would require:  S  M  L  XL  XXL | | |

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| 4. Formal references – provide details of TWO character referees (not a relative or friend) | | | | |
| Name: |  | | Relationship: |  |
| Email or postal address: | |  | | |
| Name: |  | | Relationship: |  |
| Email or postal address: | |  | | |

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| Data protection | |
| **I understand that the data I have provided will be used to communicate with me in relation to my volunteering.** We may share limited contact details (name, email address, possibly telephone number and partial postcode) with Sustrans staff or other volunteers to facilitate communication so that we can work together more effectively. | |
| Please tick: | **The information I have provided may be shared as described above.** |

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| **Receiving other Sustrans news and Updates** | |
| In addition to your volunteering, there are several other ways we’d like to stay in touch with updates and news about events, products or ways you could support our fundraising activities. We’d also love to add you to our monthly enewsletter (including Scotland enewsflash) to keep you up-to-date with Sustrans. Please tick below if you are happy for us to contact you by: | Email  Post  Telephone  Sustrans monthly enewsletter (including Scotland enewsflash) |

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| **Continued on next page**   |  | | --- | | **Disclosure Check (PVG)**  **Please note: Some of our roles involve volunteering with under 18’s or vulnerable adults. If the role you are applying for involves volunteering with these groups, an enhanced Disclosure (PVG) check may be required. Disclosure checks are a legal requirement which allow us to adhere to our safeguarding responsibilities, to both those we work with and those we come into contact with through our work.** |  |  |  |  |  | | --- | --- | --- | --- | | **Enhanced Disclosure – PVG (Scotland)** | | | | | Have you had an enhanced disclosure check? | | | Yes  No | | If ‘yes’ please complete section **1**, if ‘no’ please complete section **2**. | | | | | **Section 1** | | | | | Disclosure date |  | 16 digit PVG number |  | | Type of check | Children  Children & Vulnerable adults  Vulnerable adults | | | | Would you be prepared to sign a consent form allowing Sustrans to carry out a status check through an Existing Member Application? | | | Yes  No |  |  |  | | --- | --- | |  |  | | **Section 2** | | | Would you be prepared for Sustrans to carry out a PVG Disclosure Disclosure check on you? | Yes  No | | **Criminal convictions declaration - this will be kept strictly confidential**  The role you are applying for involves volunteering alongside children, young people and/or vulnerable adults. This means your application is exempt from the Rehabilitation of Offenders Act 1974 and you are required to declare your entire criminal record.  **Criminal convictions will be taken into account when assessing your suitability for the role you are applying for, but they will not necessarily prevent you from volunteering with Sustrans.** | | | Have you ever been convicted of a criminal offence - this includes spent and unspent convictions, cautions, reprimands, and final warnings | Yes  No | | If ‘yes’ please provide details of all offences, penalties and/or police enquiries and dates: (use a separate sheet if necessary) | | |  | | |  | |  |  |  | | --- | --- | | Your partnership with Sustrans | | | Once you have read the following please tick to confirm your agreement below, before submitting the form.  When you join as a volunteer for Sustrans you signed up to our volunteer partnership agreement. This outlines what you can expect from us and what we expect from you.  **Our commitment to you** What you can expect from Sustrans:  * a clear induction to Sustrans and your volunteer role * appropriate guidance, training and resources to carry out your activities effectively and to keep yourself and others safe * support from regional and national Sustrans staff * the opportunity to connect with other local volunteers * regular communication to keep you informed * to be reimbursed for agreed expenses * public liability insurance to cover your Sustrans volunteer activities * to be treated fairly and with respect * confidentiality of volunteer records as agreed on application * to follow our problem solving procedure appropriately, should any problems arise.   **Your commitment to us**  Sustrans expects you to:   * support and promote Sustrans’ aims and values appropriately * reliably, responsibly and safely carry out your agreed volunteer role * read and follow Sustrans’ guidance, policies and procedures * attend relevant training and meetings * reply to communications from Sustrans staff and other volunteers * volunteer as part of a team, with other Sustrans volunteers, staff and partners * have a friendly, flexible and supportive attitude * ensure your volunteer activities are recorded on our volunteer website * treat anyone you encounter when volunteering with fairness and respect * ensure all volunteer related information and contact details remain confidential, and are only shared externally with prior agreement.   There may be a time when you wish to end your volunteer role, for example if you have a change in personal circumstances. If this is the case please let your staff supervisor know as soon as possible.  Sustrans may end your volunteer role if you do not adhere to the volunteer partnership agreement.  If you have any questions about the volunteer partnership agreement please speak to your staff supervisor. | | | Please tick: | **I have read and agree to** ‘**Your Partnership with Sustrans**’ | |

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| Your declaration | | | |
| The information I have provided on this application form is true and complete.  I understand that any information later discovered to be incorrect may result in the end of any arrangements made. | | | |
| Signature: |  | Date: |  |

Sustrans is committed to representing the diverse communities we work with, and we welcome applicants from all backgrounds. We value equality and inclusiveness and believe that a diverse organisation brings with it a diversity of ideas and ways of working which strengthens everything we do.

This information will be used to understand who volunteers with Sustrans, and ensure our volunteering population is reflective of the communities we work in. This data will be accessed by our UK-wide volunteers’ team, and will be used for statistical analysis purposes and to identify where improvements can be made. The data may be used in external reports or promotion.

We greatly appreciate you providing the following information, however you can choose to skip any or all questions at any time and this will not disqualify you from volunteering with Sustrans.

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| Equal opportunities | | |
| Age | 16 - 24  25 - 29  30 - 34  35 – 39  40 - 44 | 45 - 49  50 - 54  55 - 59  60 - 64  65+ |
| Gender | Female (including Trans Female)  Male (including Trans Male)  Prefer not to say  Prefer to use own terms (please state below)  ………………………………………………………………….. | |
| Is your gender identity the same as you were assigned at birth? | Yes  No | |
| Do you consider yourself to be disabled or have a long term health condition? |  | |
| What is your ethnic origin? | Asian – British / Bangladeshi  Asian - British / Indian  Asian – British / Other  Asian – British / Pakistani  Asian - Other  Black – British / African  Black – British / Caribbean  Black – British / Other | Black – Other  Chinese – British / Other  Chinese - Other  Mixed Race  White - British  White - Other  Other, please specify  Prefer not to say |
| Please tell us your nationality (or type 'prefer not to say') |  | |
| What is your employment status? | Student  Unemployed  Employed (full time)  Employed (part time)  Retired | Looking after home/family  Not working due to sickness/disability  Other, please specify |
| Religion or belief | No religion  Christian (includes Church of England, Catholic, Protestant, and all other Christian denominations)  Buddhist  Hindu | Jewish  Muslim  Sikh  Any other religion, please state  Prefer not to say |
| What is your current marital status? | Co-habiting  Divorced  Married / Civil Partnership  Separated | Single  In a relationship  Widowed  Prefer not to say |
| What is your sexual orientation? | Bi-Sexual  Gay Man  Gay Woman / Lesbian  Heterosexual | Prefer to use own terms, please state  Prefer not to say |