

Volunteer application form

All information provided will be held confidentially within Sustrans, in line with the Data Protection Act 1998.



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)	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'no', please also submit a young person consent form. (also available on the 'volunteer vacancies' page of our website)		

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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Lead rides/walks for Sustrans after attending training:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Promote walking, cycling and Sustrans at events:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. About you

How often would you like to volunteer?	<input type="checkbox"/> Every week <input type="checkbox"/> Every month <input type="checkbox"/> Other, please specify	
Please tell us about any skills or expertise you can offer:	e.g. Graphic designer, photographer, architect, doctor, engineer, teacher	
Why would you like to be a Sustrans volunteer? Tick all that apply:	<input type="checkbox"/> Addressing the issue of climate change <input type="checkbox"/> Being outdoors <input type="checkbox"/> Completing an award scheme (e.g. Duke of Edinburgh, John Muir) <input type="checkbox"/> Getting exercise <input type="checkbox"/> Getting more people walking and cycling in my area <input type="checkbox"/> Helping other people <input type="checkbox"/> Improving my employment prospects	<input type="checkbox"/> Improving the local environment for walking and cycling <input type="checkbox"/> Improving the local environment for wildlife biodiversity <input type="checkbox"/> Learning new skills <input type="checkbox"/> Meeting new people <input type="checkbox"/> Socialising with like-minded people <input type="checkbox"/> Supporting the local community <input type="checkbox"/> Using my existing skills <input type="checkbox"/> 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

4. Formal reference – provide details of one character referee (not a relative or friend)

Name:		Relationship:	
Email or postal address:			

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 (DBS) 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.

5. Criminal convictions declaration - this will be kept strictly confidential

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.

Do you have any criminal convictions or any pending? Yes No
You do not have to declare spent convictions or minor driving offences.

If 'yes' please provide details of all offences, penalties and/or police enquiries and dates:
(use a separate sheet if necessary)

Data protection

I understand that the data I have provided will be used to communicate with me in relation to my volunteering. We may need to disclose information you provide to other authorised members of Sustrans staff. We may share limited contact details (name, email address, possibly telephone number and partial postcode) with other volunteers to facilitate communication, and with close partner organisations in connection with your volunteering, so that we can work together more effectively.

Please tick: **the information I have provided may be shared as described above.**

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. Pick tick below if you are happy for us to contact you by:

- Post
- Telephone
- Email
- Text Message (SMS)

Please return to:

volunteers-midseast@sustrans.org.uk
Sustrans Volunteer Engagement Team, Freepost (SWB 1314), Bristol BS1 5FA

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'

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 termination of any arrangements made.

Signature:

Date:

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Equal opportunities

Year of birth		
Gender		
Do you consider yourself to be disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your ethnic group?	<input type="checkbox"/> White British <input type="checkbox"/> White other <input type="checkbox"/> Asian British <input type="checkbox"/> Asian other	<input type="checkbox"/> Black British <input type="checkbox"/> Black other <input type="checkbox"/> Mixed <input type="checkbox"/> Other, please specify
What is your occupational status?	<input type="checkbox"/> Employed (full time) <input type="checkbox"/> Employed (part time) <input type="checkbox"/> Self employed <input type="checkbox"/> Looking after home/family	<input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Not working due to sickness/disability <input type="checkbox"/> Other, please specify

Information for Sustrans

How did you hear about volunteering with Sustrans?	<input type="checkbox"/> Sustrans staff <input type="checkbox"/> Sustrans volunteer <input type="checkbox"/> Friend or family <input type="checkbox"/> Employer <input type="checkbox"/> Local volunteer centre <input type="checkbox"/> Sustrans poster or leaflet <input type="checkbox"/> Local press, TV or radio <input type="checkbox"/> National press, TV or radio <input type="checkbox"/> Sustrans website <input type="checkbox"/> External website <input type="checkbox"/> Social media <input type="checkbox"/> Other, please specify
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