

Application for Volunteering



Name:

Centre you wish to be based at:

An introduction to Halo

Thank you for your interest in volunteering with Halo. We hope that the following information will give you some insight into our business and culture and we look forward to receiving your completed application.

What is Halo?

Halo was established in April 2002 as a “not for profit” leisure trust. This means that we have been established for community benefit as opposed to raising money for company shareholders. We are a truly community-biased organisation. We are also a Registered Charity.

Halo is managed by a board of trustees who are drawn from across the County representing a broad balance of community focus and commercial and business enterprise. Two local Councillors sit on the board of Trustees.

We operate Centres in Herefordshire, Bridgend County Borough and Shropshire.

The Support Centre is based in Leominster and comprises of support staff, Senior Management Team and Chief Executive.

The Halo Ethos

As an organisation we require a sense of purpose that everyone understands and commits to. This is captured in Halo's vision and mission.

Vision “An essential element within communities as a first class provider of leisure activities and services”

Mission “To deliver quality, innovation and excellence in all that we do and be recognised as a model of best practice and an employer of choice”

Halo's key themes

We have developed three key themes to assist us in delivering our objectives. These are essential in translating our mission into aims and objectives and then further into work plans. They are:

Customers “To ensure Halo remains a trusted brand that attracts, retains and delights customers and is recognised to be a valuable, key component throughout the County as a social enterprise and registered charity”

Our People “To ensure that Halo remains an employer of choice, whose employees are loyal to and proud of the company”

Sustainability “To secure Halo's viability and re-investment capacity through the development of ongoing and robust income together with effective cost management”

Summary

Halo is in a unique position to improve the social and community fabric within Herefordshire, working with our major partner, the Herefordshire Council, and other community groups.

We are looking for team players who are knowledgeable, friendly and possess a genuine commitment to delivering an enjoyable experience to our customers.

Welcome to Halo We hope you will join us.

Volunteering Process

All applications will be considered against available positions. If the application is successful you will be invited in for an informal meeting and registration.

Guidance for completing the Volunteer Application Form

Please complete the form in **black ink or type** as it will be photocopied. This form is available in electronic form for you to download on our website www.haloleisure.org.uk

Skills, Abilities, Knowledge and Experience

This is your opportunity to show the qualities you can bring to the volunteering role. You should relate your skills, abilities, knowledge and experience to the areas you are interested in volunteering in and give specific examples where possible. Remember that paid or unpaid work and home/life skills are counted as valid skills and experience.

Availability

You may be invited in by telephone. If you do not want to be contacted at work please state this on the form.

Disability

Under the Disability Discrimination Act 1995, Halo has a duty to make reasonable adjustments to ensure that arrangements or premises do not put a disabled person at a disadvantage in comparison with a non-disabled person. The duty to make reasonable adjustments will not apply unless we know you have a disability.



Equal Opportunities

Halo aims to ensure people are selected only on their ability to perform any tasks. To help us ensure that our equal opportunities policy is fully and fairly implemented please complete the monitoring form enclosed with the application form. It is used for statistical monitoring purposes only. A record of this will form part of your personal record.

Criminal Convictions

We ask for details of any 'unspent' criminal convictions you may have. There are specific Areas which are exempt under the provisions of the Rehabilitation of Offenders Act 1974, this means that you must declare 'spent' or 'unspent' convictions. Under the Rehabilitation of Offenders Act 1974, a conviction will become 'spent' (i.e. treated as if it had never occurred) where the individual has not, after a specified period of time, committed another serious offence. Rehabilitation periods vary depending on the type and length of conviction originally incurred. If you have any queries or concerns, please ring 0845 241 348.

References

References may be taken once you attend the registration meeting. If you do not want us to contact referees until a conditional offer has been made, please tick the appropriate box.

Declaration

Please remember to sign and date your application and return it to the Halo Centre you wish to volunteer at.



This form must be completed in full using BLACK INK OR TYPE as it will be photocopied.

This application form is available in large print.

Areas interested in:

At which site/s:

Application for Volunteering

PERSONAL DETAILS

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>
Surname:	<input type="text"/>			Forenames:	<input type="text"/>	
Address:	<input type="text"/>					
	<input type="text"/>			Postcode:	<input type="text"/>	
Tel No (evening):	<input type="text"/>			Tel No (day):	<input type="text"/>	
Mobile No:	<input type="text"/>			Email address:	<input type="text"/>	
Date of Birth:	<input type="text"/>			N.I. Number:	<input type="text"/>	
Contact address if different from above:	<input type="text"/>					
	<input type="text"/>			Postcode:	<input type="text"/>	

EMPLOYMENT HISTORY / WORK EXPERIENCE

Current / Most Recent Employer and Address:	<input type="text"/>		
	<input type="text"/>		
Position Held and Salary:	<input type="text"/>		
Start Date:	<input type="text"/>	Leaving Date & Reason (if applicable):	<input type="text"/>
Duties and Responsibilities:	<input type="text"/>		
	<input type="text"/>		

Position held and Key Duties	Dates From – To (month/year)	Reason for Leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

(If required, you may use the Continuation Sheet on Page 9)

CURRENT MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please give details of any current professional organisation memberships (where appropriate to the post).

Organisation	Membership Status	Date Membership Started

AVAILABILITY

If you are invited in, may we contact you at work? Yes No

Do you have any holidays or other significant commitments? If yes please indicate:

DISABILITY

We guarantee to invite disabled applicants who meet the requirements.

Do you consider yourself to have a disability? Yes No

Do you have any special requirements to enable you to attend for interview? Yes No

DRIVING QUALIFICATIONS (where appropriate for the post)

Do you possess a current, valid, full driving licence? Yes No

Do you have regular use of a vehicle? Yes No

CRIMINAL CONVICTIONS / DISQUALIFICATIONS

If you have been convicted of any offence, you must disclose it unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, if the area you are applying for has substantial access to children, the vulnerable or the elderly, then you **MUST** disclose any convictions, bind over orders or cautions whether current or 'spent'. In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal. All posts with access to children, the vulnerable or elderly may also be subject to a disclosure for any criminal convictions. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. Suitability will be considered in the light of all available information. Please give details and dates of:

(a) any convictions (including driving offences) and /or

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(b) disqualifications from driving or performance of professional duties

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REFERENCES

Please give below the names of two referees who have agreed to give a reference on your behalf, **one of whom must be your present or most recent employer**. In the case of applicants leaving full-time education, or not having worked since doing so, the Head of School, College or University should be named as one of the referees. **References from friends or relatives are not acceptable.**

Name	Name
Address	Address
Post Code	Post Code
Tel. No	Tel. No
Email Address	Email Address
Relationship to you (e.g. Manager)	Relationship to you (e.g. Manager)
Do you wish to be consulted before this referee is approached?	Do you wish to be consulted before this referee is approached?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATION

I declare to the best of my knowledge the information on this application is true and accurate. I understand that any false statements or failure to disclose any information requested on this form may result in my application being disqualified.

Signed:

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 Date:

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DATA PROTECTION

All information given on this form will be treated in strict confidence. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, employment administration and statistical purposes. If your application for this post is unsuccessful your details will be kept for a period of 9 months and will then be destroyed.

PLEASE DO NOT REMOVE THIS SECTION

Name:

Equal Opportunities Monitoring

EQUAL OPPORTUNITIES

This information will be used for monitoring purposes only.

GUIDANCE ON COMPLETION OF THIS FORM

- Please tick the appropriate boxes.
- In box 1 please specify publication, e.g. Hereford Journal or professional journal.
- The ethnic origin categories are those used in the 2001 National Census.
- Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups. UK citizens can belong to any of these groups.
- If you descend from more than one group, please tick the one to which you consider you belong or use the 'other' category and give details.
- Under the Disability Discrimination Act 1995, a person has a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

EQUAL OPPORTUNITIES MONITORING

Please see notes overleaf before completing this form.

1. Please state where you saw this post advertised

2. Gender

Male

Female

3. Please describe your current age band

Up to 19

20-29

30-39

40-49

50-59

Over 60

4. How would you describe your ethnic origin?

a) White

English

Scottish

N Irish

Welsh

Irish Traveller

Roman/Gypsy

Any other White background (please write in)

b) Black

British

English

Scottish

N Irish

Welsh

Irish

African

Caribbean

Other Black background (please write in)

c) Asian

British

English

Scottish

N Irish

Welsh

Irish

Indian

Pakistani

Bangladeshi

Other Asian background (please write in)

d) Chinese

British

English

Scottish

N Irish

Welsh

Irish

Other Chinese background (please write in)

e) Mixed

British

English

Scottish

N Irish

Welsh

Irish

White & Chinese

Other Mixed background (please write in)

f) Other

Other Mixed background (please write in)

5. Do you consider you have a disability in accordance with the terms of the Disability Discrimination Act 1995?

Yes

No

6. Are you currently employed by Halo?

Yes

No

The Support Centre, Lion Yard, Broad Street,
Leominster, Herefordshire, HR6 8BT.

Halo committed to becoming the employer of choice.



halo[®]
www.haloleisure.org.uk