# Volunteer Application Form

Welsh Women's Aid (WWA) wants to provide opportunities for people to gain experience in the violence against women and girls, domestic abuse, and sexual violence (VAWDASV) sector.

* We particularly welcome applications from survivors and anyone seeking to develop skills, knowledge, and confidence for paid employment in our sector.
* Volunteers will work with teams that do not provide direct support to survivors.
* Our work involves engaging with communities, providing training, and advocating for best practices and policy.

You can also request a paper copy by calling us on 02920 541551 or emailing us at: [recruitment@welshwomensaid.org.uk](mailto:recruitment@welshwomensaid.org.uk).

How long will it take to do this application? It should take no more than 20 minutes to complete the questions.

What happens after you submit your application? A member of our team will contact you to arrange an initial conversation about your interest in volunteering and to explain more about

Your privacy: We will store the information you provide in your application for up to three years, unless you are an active volunteer with us at that time, in which case we will store your data until six months after you finish volunteering with us.

Our privacy statement has more information on how we keep your data confidential and secure: <https://www.welshwomensaid.org.uk/privacy/>. If you have any concerns about your data privacy, you can email [DataProtection@welshwomensaid.org.uk](mailto:DataProtection@welshwomensaid.org.uk) at any time.

## Please type an X in the box below if you are happy for us to collect your data this way.

|  |
| --- |
|  |

## **Section 1: Contact information and preferences.**

### Your first name:

### Your last name:

### Your address:

### Your postcode:

### Your phone number:

### Your e-mail address:

1. How would you be happy for us to contact you? Please put an ‘X’ next to all that apply.

|  |  |
| --- | --- |
|  | By phone, but don’t leave a voicemail |
|  | By phone, and it’s fine to leave a voicemail |
|  | By e-mail |
|  | No preference |

2. If we contact you, what name should we use? This question is optional. If you leave it blank, we will use your first name.

**3. And what pronouns do you use?** Please put an ‘X’ next to all that apply. This question is optional.

|  |  |
| --- | --- |
|  | She / Her |
|  | He / Him |
|  | They / Them |
|  | None of the above. Please tell us the pronouns you use. |

## **Section 2: Applying for a specific volunteer role.**

### **1. How did you find out about this role?** We ask because this helps us know where to advertise our roles.

## Section 3: Your interests, knowledge, and skills

### 1. Please tell us why you would like to volunteer with us.

Suggested length: 200 to 400 words (a few sentences).

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|  |

### 2. Please tell us about the skills, experience, or background you feel you would bring to your role as a volunteer.

Suggested length: 500 to 1,000 words (a few paragraphs).

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**3. Are there any skills that you would like to use or develop while volunteering with us?**

|  |
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|  |

Please continue to the next page / question …

## **Section 4: Your availability**

1. How often would you ideally be looking to volunteer? Please put an ‘X’ next to your choice.

|  |  |
| --- | --- |
|  | A few times a month |
|  | Once a week |
|  | A few times a week |

If you have a particular schedule in mind (days of the week, specific times) please provide details below.

|  |
| --- |
|  |

2. Over the next several weeks, what would be the best time to arrange an initial conversation with you about this role? Please put an ‘X’ next to all that apply.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Mornings (8am-12pm) | Afternoons (1pm-5pm) | Never available |
| Mondays |  |  |  |
| Tuesdays |  |  |  |
| Wednesdays |  |  |  |
| Thursdays |  |  |  |
| Fridays |  |  |  |

3. How would you prefer to have this initial conversation with us? Please put an ‘X’ next to your choice.

|  |  |
| --- | --- |
|  | Over the phone |
|  | Over a video chat app like Zoom |
|  | In person at the WWA offices in Cardiff |
|  | I have no preference |

### 4. If you have any needs or requirements related to the above, please tell us about them so we can accommodate you.

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Please continue to the next page / question …

Section 5: Your references

Please provide the names and contact info for two references. A reference is someone who can confirm your identity. We will not contact references unless you have been invited to volunteer and confirmed that you wish to start.

Otherwise, you can use someone as a reference as long they are (1) not a family member, (2) have known you for more than 12 months, and (3) can tell us about you. For example, a college tutor, a support worker, a social worker, or many other possibilities.

If you are unsure about who to use as a reference, please send an email to [insert Vol email] or call us at 029020 541551 and we will be happy to discuss your options with you.

## 1.  Please tell us about your first reference:

### Their name (first and last):

### Their phone number:

### Their e-mail address:

### How do you know them?

### How long have they known you?

**2. How would you be happy for us to contact your first reference?** Please put an ‘X’ next to all that apply. We do not contact references until after you've been invited to volunteer and have confirmed that you wish to start.

|  |  |
| --- | --- |
|  | By phone, but don’t leave a voicemail |
|  | By phone, and it’s fine to leave a voicemail |
|  | By e-mail |
|  | I have no preference |

## 3.  Please tell us about your second reference:

### Their name (first and last):

### Their phone number:

### Their e-mail address:

### How do you know them?

### How long have they known you?

**4. How would you be happy for us to contact your second reference?** Please put an ‘X’ next to all that apply. We do not contact references until after you've been invited to volunteer and have confirmed that you wish to start.

|  |  |
| --- | --- |
|  | By phone, but don’t leave a voicemail |
|  | By phone, and it’s fine to leave a voicemail |
|  | By e-mail |
|  | I have no preference |

Please continue to the next page / question …

## **Section 7: Right to work and safeguarding checks**

Before offering someone a role, we are required to make several checks related to their right to work, any conflicts of interest they may have, and our safeguarding policies. There are certain volunteer roles that may meet the parameters for a Disclosure and Barring Service (DBS) check, and you may be required to undertake this process.

If you answer 'Yes' to any of the questions on this page, we may ask you for more information in our initial conversation about the role. Any details you disclose will be kept confidential. Please be aware that if you volunteer with us, you may have to provide evidence related to your answers. Any failure to disclose restrictions or convictions could result in your dismissal.

1. Are there any restrictions on your right to remain or work in the UK? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No |
|  | Yes. Please tell us about your leave to remain and rights to work: |

**2. Do you have any convictions, cautions, reprimands, or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013?** Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No |
|  | Yes. Please provide details: |

3. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Please put an ‘X’ next to your answer.

|  |  |
| --- | --- |
|  | No |
|  | Yes. Please provide details: |

Please continue to the next page / question …

## Section 8: Declaration

### Please confirm the following declaration by entering today's date and typing your name where it says, ‘Your signature.’

If you do not complete these steps, we cannot consider your application. 

### I hereby certify that:

1. all the information given by me on this form is correct to the best of my knowledge;
2. all questions relating to me have been accurately and fully answered;
3. I possess all the qualifications which I claim to hold.

### Today’s date:

### Your signature (please type your full name):

This is the end of the form. Please submit your application by emailing it as an attachment to [recruitment@welshwomensaid.org.uk](mailto:recruitment@welshwomensaid.org.uk) and include ‘Volunteer Application’ in the subject line. Thank you for your interest in Welsh Women’s Aid.

If you have any concerns about the confidentiality of the information you have provided in this survey, please email them to the Data Privacy team at: [DataPrivacy@welshwomensaid.org.uk](mailto:DataPrivacy@welshwomensaid.org.uk).