



Volunteering at Revive MS Support

Application form

Please return to:

Revive MS Support
Moorpark Court
29 Dava St
Govan
Glasgow
G51 2JA

Telephone: 0141 945 3344

Email: angela@revivemssupport.org.uk

Website: www.revivemssupport.org.uk

Please complete ALL parts of this form.

Name:	Date of Birth:
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Address:

Postcode:

Tel No (day):	Tel No (evening):
Mobile Tel No:	Email:
NB Please detail any restrictions on daytime calls or email contact	

Present occupation/volunteer experience:

Previous occupation/volunteer experience:

Please tell us why you are interested in volunteering at Revive:

Emergency contact name:

Relationship:

Tel No (day):

Tel No (evening):

General Information

Volunteers take on a variety of roles. Please cross those areas of volunteering you are interested in:

<input type="checkbox"/>	Café/kitchen assistant
<input type="checkbox"/>	Minibus driving
<input type="checkbox"/>	Assisting with guest activities
<input type="checkbox"/>	HBO assistant
<input type="checkbox"/>	Physiotherapy assistant

<input type="checkbox"/>	Building / maintenance
<input type="checkbox"/>	Assisting at events
<input type="checkbox"/>	Administration
<input type="checkbox"/>	Community fundraising
<input type="checkbox"/>	Distributing information

Is there a particular area that interests you, or anything not included above:

At what times are you available for volunteering?

<input type="checkbox"/>	Flexible
<input type="checkbox"/>	Daytime

<input type="checkbox"/>	Weekdays
<input type="checkbox"/>	Evenings

<input type="checkbox"/>	Weekends
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Do you drive?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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All of our Volunteer Roles require a certain amount of training. Are you willing to commit to attending this training?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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Referees

It is possible that in your voluntary work with Revive you may come into contact with vulnerable people. We would, therefore wish to have the opportunity, if required, to take up references from individuals who are not family members.

Name:		Name:	
Relationship to Volunteer:		Relationship to Volunteer:	
Address:		Address:	
Tel No:		Tel No:	
Email:		Email:	

Are there any physical or mental health issues that you feel we could support you with when volunteering?

Confidentiality

I understand that anything I hear or learn regarding individuals during my volunteer work with Revive MS Support must be kept in the strictest of confidence. I accept that a breach of this confidentiality may result in a termination of my volunteering with Revive MS Support.

Signature/Name	Date
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Self-declaration form: Private & Confidential

Name:

Post applied for:

The Protection of Vulnerable Groups (Scotland) Act 2007

The post that you have applied for is for regulated work with protected adults. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

Have you been convicted of any criminal offence? **Yes/No**

Please give details regarding any convictions and cautions under the heading in Section 1.

Please give details of any relevant non-conviction information in Section 2.

Please sign the declaration form Section 3.

If you wish to discuss the form in confidence, please contact the volunteer coordinator at Revive.

Should you be appointed for the position applied for you will also be asked to provide a PVG Scheme record disclosure.

Section 1

- a)** Please give the date and details of any conviction(s), the sentence that you received and the court where your case was heard:
- b)** Please give details of the reasons and circumstances that lead to your offence(s)
- c)** Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.

d) Has any other organisation supported you to work through any of the above issues?

e) What have you learned from the experience?

Section 2: Non-conviction relevant information: (investigation by police, involvement with Social Services, etc.).

Section 3

Declaration (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal or withdrawal of any offer of employment/volunteering).

Signature: _____ Date: _____

NOTE: Any information you give will be treated in the strictest confidence.

Equal Opportunities Monitoring Form

Revive MS Support operates a policy of equal opportunity and fair treatment in employment. It is committed to opposing discrimination on the grounds of gender, colour, disability, marital status, religious belief, sexual orientation, race, ethnic or national origins, health status and age.

To assist us in monitoring our policy, and for this reason only, please would you complete this form and return it to Revive, along with your Application. All information given will be kept confidential.

Please place a tick in the relevant boxes:

Age:

<input type="checkbox"/>	0-18
<input type="checkbox"/>	36-45
<input type="checkbox"/>	65+

<input type="checkbox"/>	19-25
<input type="checkbox"/>	46-55

<input type="checkbox"/>	26-35
<input type="checkbox"/>	56-65

Gender:

<input type="checkbox"/>	Female
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<input type="checkbox"/>	Male
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How would you describe your ethnic origin?

<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Black – African
<input type="checkbox"/>	Black – Caribbean

<input type="checkbox"/>	Black – other
<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Indian

<input type="checkbox"/>	Irish
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	White

<input type="checkbox"/>	Other (please specify):
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The Disability Discrimination Act 1995 defines a disabled person as a person with a physical or mental impairment that has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider that you have a disability, as defined above?

<input type="checkbox"/>	Yes
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<input type="checkbox"/>	No
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Thank you for completing this form. Please return it along with your Application Form.

Codes of Conduct & Confidentiality

These codes apply to all staff, volunteers and relevant contractors and the words staff, volunteers and contractors are interchangeable throughout

Code of conduct

Revive MS Support believes that all individuals involved with or acting on behalf of people affected by a long-term physical condition should respect one another and work constructively to achieve common goals. We therefore require that all those connected with or acting on behalf of Revive take personal responsibility for undertaking the following:

- *To be a positive ambassador for Revive and ensure that you take no purposeful action or make any comment which might damage Revive.*
- *To show respect to all and a commitment to access and inclusion for all individuals connected to Revive, understanding that no form of harassment will be tolerated.*
- *To recognise that Revive is a democratic organisation, to abide by decisions made by its elected committees and to work with others to resolve any conflicts, which may arise.*
- *To respect and understand the need for confidentiality.*
- *To take all reasonable steps to ensure the health and safety of yourself and others and to protect the property of Revive.*
- *To be committed and reliable in your role(s) within Revive and not use your position to pursue personal issues or policies which conflict with those of Revive.*
- *To accept the need for reasonable training, guidance and support relating to your role(s) within the organisation.*
- *To respect and understand the need to maintain professional relationships and observe professional boundaries; this includes conduct outwith working hours and when using social networking sites or other online activities*
- *To not carry or use personal mobile phones while on duty, with the exception of allocated break and lunch time periods, except where this is specifically required by your role.*

This Code is a statement of the values that we will uphold in all our dealings and that we will expect others to maintain when working with us.

Code of Confidentiality

1. Definition of confidential information

- 1.1 Confidential information is data on individuals, or their ideas, which is personal to them and by which they could be identified.
- 1.2 Information regarded as confidential may be written or verbal, ranging from telephone conversations to employment files and medical records / notes.
- 1.3 Categories of confidential information include (this list is not exhaustive):
 - Details by which a person can be identified: name, address, telephone number, photograph
 - Identification as having a particular medical condition
 - Personal details; problems, emotional state, need for equipment or financial assistance
 - Financial information
 - Passwords
 - Payroll information
 - Communications about Revive MS Support legal matters
 - Donor information

2. Confidential to Revive

- 2.1 Personal data is confidential to Revive and held on trust. It should not be discussed outside Revive, nor unnecessarily in general conversation, and must not be used by members or agents of Revive for their own purposes.
- 2.2 Any information relating to the operation of Revive is strictly confidential and should not be discussed outwith Revive.

3. Records which can be held

- 3.1 To protect individuals, records – both on paper and on computer systems – should be kept to the minimum needed for the purpose in hand. Records should not be kept of any material which is not necessary, nor for any longer than needed. If there is any doubt around the appropriateness of holding a particular form of information, advice should be sought from the CEO.
- 3.2 Respect must be shown to the person to whom the information relates. Individuals whose details we hold must be made aware, as far as practicable, of the way in which that information will be held, used and disclosed. Forms requiring personal information must contain a “fair obtaining” statement giving details of the likely uses of the information and, where information is collected in person or by telephone, the employee / volunteer asking for the details will tell the individual how those details will be used.

4. Personal responsibility

- 4.1 All staff, contractors and volunteers must take personal responsibility for not breaching confidentiality.

5. Access

- 5.1 Access to confidential information on Revive’s systems should only be available to staff, volunteers and contractors within Revive who have a genuine need for those details in the course of their work on Revive’s behalf, and must only be used by them to perform their job function.
- 5.1 Users must not seek personal benefit, or assist others in seeking personal benefit, from the use of confidential information.
- 5.2 Users must protect any confidential information to which they have been granted access and must report any suspected misuse or unauthorized disclosure of information to their line manager.
- 5.3 Access to confidential information by staff and volunteers should be restricted through passwords on computer systems and lockable cabinets for files.
- 5.4 Authorised staff and volunteers should have their own passwords and keys which may not be passed to unauthorised individuals.
- 5.5 Journalists, researchers, companies and other interested parties will not be given information on or access to any individual, unless the individual has given their consent.
- 5.6 Where information is supplied by third parties, the confidentiality code of the third party must be respected.
- 5.7 All participants in the work of Revive must respect the wishes of individuals on whom data is held with regard to whether or not they wish to be contacted.

6. Disclosure of information

- 6.1 Individuals are entitled to see details which are held on file about themselves within 40 days of making a request. Before releasing the information, it should be checked that it is the individual concerned who is making the request. Requests from individuals should be sent to Revive marked “Data Protection”.
- 6.2 Disclosure of confidential information may occasionally be necessary, but this should not take place unless judged to be absolutely essential and in the interest of the individual concerned. Where information has been requested by a third party, for example, a health professional, or in respect of a complaint regarding a guest, discretion must be used so that only information essential to the enquiry is provided, in order to protect data subjects.
- 6.3 In cases of uncertainty, the CEO will arbitrate or take a final decision.

I have received, read and understood the Codes of Conduct and Confidentiality of Revive MS Support.

Signed _____

Volunteer name _____ Date _____