**Smart Works Volunteer Application Form**

Thank you for your interest in volunteering with Smart Works. Smart Works is powered by a community of skilled volunteers who use their time, talents and kindness to help our clients. We couldn’t do what we do without our volunteers and we a delighted you would like to join the team.

The next step is to complete this form and email it to the Smart Works centre you would like to volunteer with. Please answer all the questions before submitting your application.

**About you**

|  |  |
| --- | --- |
| Name |  |
| Phone number |  |
| Address |  |
| Email address |  |
| Emergency Contact/Relationship to you: |  |

**Which centre would you like to volunteer with?**

Manchester

Stockport

Both

**Volunteering Availability:**

Weekday (if you have a strong preference of day, please share it here: \_\_\_\_\_\_\_ )

Saturday (while we don’t offer appointments on a weekend, many of our events take place on a Saturday)

We ask our volunteers to commit to at least one full day (typically 10am-4pm) a month. Is this something you would be able to commit to at this time?

Yes  No

**Please use the space below to tell us a little more about your availability to volunteer (ie. Frequency, flexibility, which weekdays, whether you have last minute availability)**

**Please indicate below which type of volunteer role you are interested in:**

**Styling volunteer**: Working one-to-one with clients, helping them to find a suitable outfit to wear to their job interview. You will also help to sort donations and prepare pieces for the wardrobe. Due to the nature of this role, we can only accept applications from women.

**Wardrobe volunteer**: Sorting donations, selecting appropriate pieces for our wardrobe, hanging clothes, steaming and ironing. Due to the nature of this role, we can only accept applications from women.

**Coaching volunteer**: Helping clients to identify next steps on their employment journey and prepare for upcoming interviews (background in HR, recruitment or senior management required).

**Administrative volunteer**: Working closely with the staff team, ensuring our centres run smoothly, clients are welcomed and our records are well maintained. Due to the nature of this role, we can only accept applications from women.

**Outreach volunteer**: Attending external events such as jobs fairs and networking events to promote Smart Works Greater Manchester to potential clients and referral partners.

**Other**: Occasionally we have opportunities other skill-based volunteering (eg. event planning, communications), and ad hoc support for our events. If this would be of interest, please provide details below.

**Please tell us how you heard about Smart Works and why you are interested in volunteering with us:**

|  |
| --- |
|  |

**Please tell us why you think you are a good fit for the volunteer role you are applying for – we want to hear what you feel you would bring to the role:**

|  |
| --- |
|  |

**Have you had any volunteering experience, or other experience that is relevant to your chosen volunteering role? Please tell us about this.**

|  |
| --- |
|  |

**We are very proud that our job success rate is 69%. From what you have read about our service, what do you think makes it so effective?**

|  |
| --- |
|  |

**If you could give one piece of advice to a woman who is about to go to a job interview, what would it be?**

|  |
| --- |
|  |

**CV (if available)** Attach your CV to your email with the application

**If you don’t have a recent CV, please give us a brief description of current or most recent employment including roles and responsibilities, including voluntary work:**

**References**

Please give name and contact details of two references who are not related to you:

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Phone** |  |
| **Mobile** |  |
| **How do you know them?** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Phone** |  |
| **Mobile** |  |
| **How do you know them?** |  |

|  |
| --- |
| I consent to Smart Works\* storing the data provided on this form for two years. During this time I consent to Smart Works contacting me about volunteering and other areas I have expressed interest in above. I also understand that if I become a volunteer my data will be stored until I stop volunteering for Smart Works. The data will be processed in line with our [Privacy Policy](http://smartworks.org.uk/privacy/) (available on website). Once you have given consent, you may withdraw it at any time by contacting info@smartworks.org.uk.    **Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ |

\*Smart Works relates to Smart Works Charity and each of our regional centres

Please note, successful applicants will be invited to an interview to discuss volunteering, before completing training. A basic DBS check will also be completed.

**Equalities Monitoring Form (optional)**

We ask that applicants complete the below and share it alongside their volunteer application form. Any information given will be held in strict confidence, will not affect your application and will be processed in line with the data protection policy of Smart Works.

We are an equal opportunity employer. The aim of this form is to ensure that no applicant receives less favourable treatment because of age, disability, ethnicity, gender, religion or sexuality and analyse Smart Works’ reach across a number of demographics.

1. **Age category**

* 18 – 25
* 26 – 34
* 35 – 44
* 45 – 54
* 55+
* Prefer not to say

1. **Disability**

Do you consider that you have a physical disability? Yes No Prefer not to say

Do you consider that you have a non-visible disability? Yes No Prefer not to say

If ‘Yes’, please state the nature of the disability. Would you need any adjustments to be made to carry out this role?

Do you need any special assistance in attending interview? If so, please give details:

1. **Ethnic Origin**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White |  |  | Black or Black British | | | **Other ethnic group** | | | |
| * British |  |  | * Black Caribbean |  |  | | * Arab | |
| * Irish |  |  | * Black African |  |  | | * Other ethnic group | |
| * Any Other White   Background |  |  | * Any Other Black   Background |  |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  |  |  | | |  | |  |
| Mixed |  |  | Asian or Asian British | | |  | |  |
| * White & Black Caribbean |  |  | * Indian * Chinese |  |  | | * **Prefer not to answer** | |
| * White & Black African |  |  | * Pakistani |  |  | |  |  |
| * White & Asian |  |  | * Bangladeshi |  |  | |  |  |
| * Any Other Mixed   Background |  |  | * Any Other Asian   Background |  |  | |  |  |

1. **Gender**

* Male
* Female
* Non-Binary
* Prefer not to say

**If you describe your gender with another term, please provide this here:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **5**. **Religion / Faith** | * Christian | * Buddhist |
|  | * Jewish | * Hindu |
|  | * Sikh | * Muslim |
|  | * Other religion / faith | * Non-Religious |
|  |  | * Prefer not to say |

|  |  |
| --- | --- |
| * Heterosexual/straight | * Bi/bisexual |
| * Gay/Lesbian | * Prefer not to say |

**6. Sexual Orientation**

**If you prefer to use another term, please provide this here**

Smart Works will use this information to review compliance with its policies on equal opportunity. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we will process your data, please see our privacy notice, which can be [found here](https://smartworks.org.uk/privacy/).

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting info@smartworks.org.uk.

**Signature:**

**Date:**