

**VOLUNTEER APPLICATION PACK**

**Would you like a challenge, gain new skills and meet people?**

**BECOME A VOLUNTEER WITH SOUTH YORKSHIRE FIRE & RESCUE**

**Introduction and Objectives**

Fire Support Volunteers role within South Yorkshire Fire & Rescue is to ensure that South Yorkshire is a safe place in which to live, work and travel.

**The objectives are to:**

* Provide a friendly and accessible focal point of contact between the local community and South Yorkshire Fire & Rescue.
* Help raise fire and safety awareness in all sections of the community
* Promote diversity within South Yorkshire Fire & Rescue
* Promote community cohesion and well being

**Vision**

Our vision is underpinned by the following organisational values

* Service
* Improvement
* Respect
* People

**Volunteers will be expected to:**

* Consider the detail of the voluntary activity to be undertaken and their ability to manage their role and their time before committing themselves to projects
* Discuss and agree any support necessary with their volunteer coordinator to maximize positive benefits to the organisation and the community
* Ensure that their role as a volunteer is compatible with their professional role, if they have one
* Observe the relevant requirements of the SYFR Code of Conduct

**Relevant policies are:**

* Health & Safety policy
* Valuing diversity
* Code of conduct
* Safeguarding policy

**Volunteer Roles**

When you join South Yorkshire Fire & Rescue as a Fire Support Volunteer you will receive a basic outline of your role.

**Induction and Training**

You will receive an induction into the volunteer programme and relevant training. Further training opportunities will be offered as needed. A uniform and ID will also be provided.

**Support**

The volunteer coordinator will be your main point of contact. He/She will guide you on tasks and give you feedback on your activities. She will also be available to discuss any problems or issues that you may have.

**Expenses**

You will be entitled to claim out of pocket expenses for travel and other costs incurred whilst carrying out your role.

**Insurance**

All volunteers are covered by South Yorkshire Fire & Rescue’s insurance policy whilst they are on any fire service property or engaged in any task on behalf of South Yorkshire Fire & rescue. To ensure that you have adequate insurance cover, it is important that you follow the guidelines of your role. It must be stressed that the insurance policy will only cover an individual if they adhere to their role and responsibilities.

**Health & Safety**

South Yorkshire Fire & Rescue Health and Safety policy will cover volunteers. Further information can be found in South Yorkshire Fire & Rescue Volunteer Policy.

**The Application Process**

If you are interested in joining South Yorkshire Fire & Rescue – Fire Support Volunteers:

* Please complete and return the application form
* You will be invited for an informal chat
* References will be requested
* An advanced (CRB) Criminal Records Board check will be undertaken where necessary

If your application is successful you will be offered induction and training

On completion of your training you will be formally accepted as a member of South Yorkshire Fire & rescue – Fire Support Volunteers.

**Volunteer Application Pack**

You should complete this form as fully and accurately as possible. Care in completing the form will help us to give your application the consideration it deserves. The details will be treated in strictest confidence.

You should:

* Write clearly in black/blue ink or complete online
* Remember to sign the declaration
* Use the continuation sheet if you need more space for any answer

Data Protection Act 1998

Please note that the information supplied on this form may be held on computer and that the enquiries made in processing your application may include reference to personal data held on police computers.

Completed Application forms should be returned to:

**South Yorkshire Fire & Rescue**

**Fire Support Volunteers**

**Eyre Street**

**Sheffield**

**S1 3FG**

Please mark your envelope **‘Confidential’**

If you require further information, please do not hesitate to contact the Volunteer Coordinator on 01142532413

**Continuation sheet**

** Application Ref No.** (Office use only)

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**VOLUNTEER APPLICATION FORM**

Please tick the appropriate box to indicate which volunteer role you are applying for:

Safety Team Volunteer Assistant Cadet Leader

Lifewise Volunteer

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| Please describe why you are interested in becoming a volunteer for South Yorkshire Fire & Rescue. |
| What skills and experiences (paid or voluntary) do you have that you could bring to the role of  Volunteer? For example good communication skills, IT skills etc. (Please continue on a separate sheet if  you require additional space). |

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| As a volunteer with South Yorkshire Fire & Rescue you will be committed to providing regular hours on a flexible basis. Please indicate below your volunteering availability per month.  4 – 7 hours  8 – 14 hours  15 – 21 hours  22 – 28 hours  29+ hours  Are you able to provide this:  A couple of hours at a time AM/PM  Half day duration Evening  Full day duration  Is there a particular day when you would be available?  Monday Tuesday Wednesday Thursday Friday  Saturday Sunday |

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| Name and contact details of two people who will provide a reference for you. It should be someone who has known you for more than 2 years e.g. current/past employer, close family friend, college tutor, (but **not** a family member).  **An approach may be made to your present (or most recent employer) for a reference. If you do not want this done without us first telling you please tick the box to indicate ‘NO’:**   |  |  | | --- | --- | | **Name:**  **Address:**  **Tel:**  **Relationship** | **Name:**  **Address:**  **Tel:**  **Relationship:** | |

 **CONFIDENTIAL**

Please read this for carefully before

completing it in type or dark ink

**Application Ref No.** (Office use only)

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**PERSONAL INFORMATION FORM**

*The information you provide on this form will be treated in the strictest confidence.*

|  |  |
| --- | --- |
| Surname: |  |
| Forename(s): |  |
| Address: |  |
| Post Code: |  |
| Telephone  (Home): |  |
| Telephone  (other/mobile): |  |
| Email address: |  |
| Date of Birth: |  |

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| **Applicant Number** |  |

**EQUALITY & DIVERSITY MONITORING FORM**

South Yorkshire Fire & Rescue is an equal opportunities employer and is determined to ensure that:

* The workforce reflects the diverse society which it serves and that the working environment is free from any form of harassment, intimidation, bullying or victimisation.
* All job applicants and employees will be treated fairly and will not be discriminated against on the grounds of race, ethnicity or nationality, sex, gender reassignment or marital or civil partnership status, disability, age, sexual orientation, religion or belief, trade union activities or political belief.
* No job applicant or employee is disadvantaged by conditions or requirements which cannot be justified by the requirements of the job.

The information on this form is for monitoring purposes only and will not be made available to those assessing your application. The information supplied will be treated in the strictest confidence and will not affect your job application in any way. Completion of this section of the application form is voluntary, but the information will help us to ensure equality of opportunity.

**This information forms no part of the selection process.** It will be detached from your application on receipt.

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| **Section 1 – Gender** | |
| Gender | Male Female Prefer not to say |

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| **Section 2 – Disability** | |
| Do you consider yourself to have a disability? | Yes No Prefer not to say |
| N.B. Answering “Yes” to this question will not be taken as a formal disclosure. | |

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| **Section 3 – Ethnicity** | | | | | |
| Ethnic Origin Code - *eg* 1-A = White British | |  | | | |
| *Ethnic Origin Codes to choose from:* | | | | | |
| 1. WHITE  1-A - White British  1-B - White Irish  1-C - White Other | 2 MIXED  2-D - White and Black  Caribbean  2-E - White and Black African  2-F - White and Asian  2-G - Any other mixed  background | | 3. ASIAN OR ASIAN BRITISH  3-H - Indian  3-I - Pakistani  3-J – Bangladeshi  3-K – Any other Asian  background | 4. BLACK OR BLACK BRITISH  4-L - Caribbean  4-M- African  4-N- Any other Black  background | 5. OTHER  5-O – Chinese  5-P – Other  5-Q – Not  stated |

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| **Section 4 - Religious Belief** | | | |
| Religious Belief Code |  | | |
| *Religious Belief Codes to choose from:* | | | |
| A – Christian  B – Buddhist  C – Hindu | | D – Jewish  E – Muslim  F – Sikh | G – Any other religion  H - No religion at all  J - Not stated |

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| **Section 5 – Sexual Orientation** | | | | |
| Sexual Orientation | Heterosexual | Bisexual | Gay/Lesbian | Prefer not to say |

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| **Section 6 - Marital/Civil Partnership Status** | | | | |
| Marital/Civil Partnership Status |  | | | |
| *Marital/Civil Partnership Status’ to choose from:* | | | | |
| A - Married  B - Civil Partnership | | C - Single  D - Divorced | E - Separated  F - Widowed | G - Other (i.e. Living with partner)  H - Prefer not to say |

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| **Section 7 – Age Category** | | | | | | | |
| Age | 16 | 17 - 24 | 25 - 35 | 36 - 45 | 46 - 55 | 56 - 65 | 66+ |

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| ***REHABILITATION OF OFFENDERS ACT 1974***  All applicants are required to disclose details of any unspent convictions in accordance with the **Rehabilitation of Offenders Act 1974.** Any disclosure of an unspent conviction will not automatically disqualify your application unless the nature of the offence renders you unsuitable for the role. All such disclosures will be considered on an individual basis. |
| Have you ever been convicted of any criminal offence? Yes No  If yes, please give details of offence, including date and sentence.  Enhanced Criminal records Bureau Check may be carried out on successful applicants Any offer of a volunteer role will be subject to satisfactory receipt of this and an offer may be withdrawn if this requirement is not met. For further information on CRB checks please refer to [www.crb.gov.uk](http://www.crb.gov.uk) |
| **Other Information**  Are you related to any elected member, or an employee of South Yorkshire Fire Authority? If so, please give details. |
| **South Yorkshire Fire & Rescue is committed to equality of opportunity. All applications will be considered on their merits and selection will be made solely on the basis of the suitability of applicants when assessed against role related criteria** |
| **Nationality**  To be eligible for appointment you must be a British Citizen or a member of the EC or other states in the EEA (Iceland, Norway, and Liechtenstein). Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK free of restrictions.  If you are a Commonwealth citizen or a foreign national you must provide proof that you have no restrictions on your stay in the UK. |
| **Checklist History Requirements**  At present the minimum checkable history requirement criteria set by the Security Services is that an applicant must have been resident in the UK for a minimum of 3 years immediately prior to appointment. This could affect you if you have lived and worked abroad, even if you are a UK citizen |

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**DECLARATION FORM**

I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TO THE BEST OF MY

KNOWLEDGE CORRECT.

FURTHERMORE, I UNDERSTAND THAT THE INFORMATION WILL ONLY BE USED FOR

RECRUITMENT AND SELECTION PURPOSES AND THAT IT WILL ONLY BE KEPT ON FILE

BY SOUTH YORKSHIRE FIRE AND RESCUE FOR 1 YEAR THEREAFTER. HOWEVER, IF I

AM APPOINTED TO THE ROLE THEN THE INFORMATION THAT IT CONTAINS WILL BE USED

TO FORM PART OF MY PERSONAL FILE FOR VOLUNTEER ENGAGEMENT PURPOSES.

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| Signed: |  |
| Print: |  |
| Date: |  |
| **Please sign this form to say that you agree with and understand the declaration above** | |