

Volunteer Application Guidance notes

The following guidance notes are to assist you in completing your volunteer application. If there is anything on the form that you do not understand please ring the Coventry & Warwickshire Mind office who will be happy to help you.

Completing the Application form

Read the application form carefully before you write anything. It might help you to make a copy of the blank form to write out a rough copy. Please complete the form in black ink or type. Please write in English. If you have a disability, or need assistance in completing the form please contact Coventry & Warwickshire Mind on 024 7655 2847

Times of availability

The time/s you have available may affect the service you are able to volunteer with. Please provide us with a number of days/times, at this stage, this is not a commitment, but will enable to match you to a suitable project. We would recommend a minimum of two hours per week commitment from all volunteers.

Why volunteer for Coventry & Warwickshire Mind?

This part of the form will tell us why you have applied to Coventry & Warwickshire Mind to become a volunteer. For example this may be because you want to gain work experience in a mental health setting, you have had personal experience of mental ill health or generally have an interest. This will help the co-ordinator of the particular service develop a picture of your skills, knowledge, interests and suitability for this type of voluntary work.

Where did you hear about our services?

Please tell us where you heard about Coventry & Warwickshire Mind and its volunteering opportunities. This will enable us to gather information about the most effective forms of recruitment.

Disclosure of Criminal Convictions

As part of our equal opportunities policy, Coventry & Warwickshire Mind wishes to ensure that we do not discriminate against ex-offenders. All disclosures will be considered by a panel which will take into account the date and type of conviction etc. Coventry & Warwickshire Mind are aware that we operate some services where an ex-offender might be in a potentially vulnerable position, unless consideration of the person's background has been made. For this reason we ask you to complete this section. **N.B** Offences which would be deemed as spent under the rehabilitation of offenders Act 1974 need not be declared.

References

Please provide us with the name and full contact details of the two people who have agreed to provide you with a reference, these must not be related to you, but can be a friend, colleague, previous employer etc. Coventry & Warwickshire Mind will only be able to accept the names of the two people you provide, so please ask permission before supplying us with their details.