



APPLYING TO BE A VOLUNTEER MENTOR WITH TRAILBLAZERS

Completing your volunteer application form

To comply with Trailblazers Equality & Diversity Policy Statement, we intend to ensure that all applicants are treated fairly throughout the Recruitment & Selection process. To assist you in preparing your application, please read these notes carefully before completing the forms. The headings within this guidance, starting with “Personal Information” relate to the same headed section on the Application Form, for ease of cross referencing.

The information you supply within the Application Form provides the only information we use to assess your initial suitability for the role and our decision whether or not to progress your application to become a volunteer. We do receive a lot of applications, so please do take time to complete your application as fully as possible.

Finally you can complete and submit your application to us on line, or email your completed form to info@trailblazersmentoring.org.uk, or if you prefer to complete it by hand, please use black ink and return it to us at HMYOI Aylesbury, Bierton Road, Aylesbury, HP20 1EH.

The Person Specification & Role Description

Within the application pack, are a Person Specification and Role Description. These set out any knowledge, skills, qualities and experience necessary for the voluntary work and any key duties of the role. In your application, you need to explain how you feel you meet the criteria set out for the role and why you wish to be a Trailblazers volunteer mentor.

Personal Information

- You need to complete this section accurately and in full, as the information provided here assists us in meeting the requirements of the Asylum & Immigration Act 1996 and our duty to safeguard young people through a range of checks, some of which involve the use of this personal data from this section.
- You should note that we are unable to allow you to volunteer if you do not have the correct immigration status documentation, such as an appropriate visa. Any invitation to undertake voluntary work with Trailblazers is conditional upon you providing proof of the correct status through appropriate documentation, further details of which will be supplied to you, in the event that you are invited for training.

Education, Qualifications and training

- The Person Specification details any essential or desirable qualifications necessary for the role and these should be listed by you in this section.
- Education and qualifications means detailing the exams that you have passed and courses that you have undertaken.
- Training means telling us about the development opportunities or support that you have had within a paid or voluntary role to help you undertake a particular role or task.
- Many of our voluntary roles require no essential formal qualifications and you should not therefore be concerned about putting nothing in this section, if appropriate.

Membership of Professional Bodies

- You should tell us here about any professional organisation of which you are a member, related to your training, qualifications or paid or unpaid work. If you provide details in this section, Trailblazers reserves the right to verify the membership status given.

Work history and record

- The form asks you to give details, to the nearest month and year, of all previous jobs held, starting with the present or most recent experience. You should include all posts held whether they be or have been full or part time, permanent or temporary.
- In addition or, alternatively, some people will have developed relevant skills and experience through voluntary work and this can be stated in this section. If you include any voluntary work, you should still list the name and address of the organisation(s) you are or have been involved with.

Gaps in work history or experience

- As part of our safeguarding checks, you are required to list information on any gaps in your employment history; for example, a gap year travelling post or pre-university, having a period as a full time carer for either children or another relative, a return to full time study or a period of unemployment. If you are invited to training any gaps in your work history will be discussed with you and you will be asked to verify those gaps as far as possible.

Supporting Statement

- This section of the Application Form is very important. You should use it as the opportunity to demonstrate why you are interested in volunteering and are suited to the role, and how you match up to any criteria stated.
- You may wish to use the Person Specification and role Description as templates to complete this section, perhaps writing under each criterion, as a sub heading.
- You may also wish to refer to skills developed both through paid employment and involvement in voluntary, community, social or home-based activities.

References

- As a charity that serves vulnerable young people, safeguarding and protecting them is of paramount importance to us. We are, therefore, rigorous in our pre-engagement checks for volunteers for this reason.
- Please ensure you give a minimum of two referees and references that cover at least the last 5 years of employment including one from your current or most recent employer.
- Personal references should not be from a relative but from someone who can give a view of your voluntary work and any work you have undertaken with young people.
- The references you have offered will be taken up and any invitation to undertake voluntary work is subject to receipt of references, satisfactory to ourselves. We also reserve the right to contact any other previous employer or personal referee stated for a reference.
- We recognise that you may not wish us to approach your current employer before an invitation to take up a voluntary role in addition to or instead of your employment, is made and will not do so unless you have indicated that we may.
- If you are unemployed, you should include your last employer. You may also give a referee through any voluntary work you have or currently undertake(n).

Criminal convictions

- You must declare any spent or unspent cautions, convictions or reprimands, or final warnings on your criminal record. Please detail these (with date, conviction and details) on a separate sheet and return to us.
- Having a criminal record does not automatically prevent you from being considered for a voluntary role as we will take into account all the necessary details and their relevance to the role. If you are invited to training, this may be discussed with you at that time

Signing and returning your application

- Please keep a copy of your completed form. You may be asked questions about the information you have given on the form; for example, as part of our safeguarding checks which will verify with you the personal and work history information supplied.
- If you submit your application electronically, you will be asked to sign your application form if invited to training. By signing your application, you are indicating that the statements you make are true and complete. Making a false statement on your application may affect any invitation to undertake voluntary work with Trailblazers.

If you have any questions or need any further information please contact our Finance and Administration Officer at info@trailblazersmentoring.org.uk

Good luck with your application