**GLL MANUAL VOLUNTEER ONBOARDING FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Initial Location:** |  |
| **Volunteer Title:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Documentation received and completed** | **Checked and confirmed by volunteer** | **Checked and confirmed by Recruitment** | **Any Comments** |
| **Right to work information** | | | |
| \*Copy of Passport and/or UK Birth Certificate |  |  |  |
| \*Visa/ Work Permit/ Home Office registration |  |  |  |
| **Volunteer information** | | | |
| Personal Details form |  |  |  |
| Emergency contact details |  |  |  |
| Volunteer information form |  |  |  |
| Equality of opportunity monitoring form |  |  |  |
| Occupational health information |  |  |  |
| Disclosure of criminal records |  |  |  |
| **Documents issued** | | | |
| Health & Safety policy – received and read  (please tick to confirm this) |  |  |  |

**Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer signature** |  | **Date** |  |
| **Recruitment Member name** |  | **Pack checked** |  |
| **Signature** |  | **Date** |  |

Please complete all blank sections in this form. If a question does not apply to you, please put N/A against it.

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Marital status |  |
| Surname |  | Maiden name |  |
| First name |  | Middle name |  |
| Date of birth |  | Nationality |  |
| Are you legally entitled to work in the UK | Yes  No | | |
| Please provide details of type of visa (if relevant) | N/A  Holiday  Student  Indefinite leave  Post study  Other – please specify | | |
| Visa expiry date |  | | |
| Home telephone number |  | Personal mobile number |  |
| Personal  email address |  | | |
| Home Address  (including post code) |  | | |
| **Please attach a copy of your original passport or UK birth certificate and visa documents (if applicable).** | | | |

**EMERGENCY CONTACT DETAILS**

Please provide the contact details of one person that we may contact in the event of an emergency. Please note it is your responsibility to inform us of any amendments/ changes to the details provided below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First name |  | Surname | |  |
| Relationship to you |  | | | |
| Address (including postcode) |  | | | |
| Home telephone |  | Mobile |  | |

**VOLUNTEER INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteering start date |  | Volunteering end date (if linked to a qualification or project) |  |

**Volunteer Role/s**

|  |  |
| --- | --- |
| Volunteer title | |
| Volunteer Category | Volunteer Children’s Services Library  Volunteer Adult Services Library  Volunteer ICT Services Library  Volunteer Heritage Services Library  Volunteer Swimming Teacher  Volunteer Gymnastics Coach  Volunteer Events Assistant  Volunteer General Coaching |
| Where else would you be able to volunteer? (list facility in order of preference) |  |
| Additional comments |  |

**EQUALITY OF OPPORTUNITY**

GLL has a policy of welcoming and managing diversity. This means that it is our policy to promote a working environment in which all practices and procedures relating to recruitment, selection, training, promotion and employment are free from unfair discrimination and bias.

It is essential that we check our policy is working in practice. In line with our EO commitment, we need to collect and monitor a range of personal information relating to areas where specific anti discrimination laws apply. In order to do this, we need some information from you, which will be used for monitoring purposes only. The information you provide is completely confidential and will only be used for monitoring purposes.

Please help us to assess our progress as an Equal Opportunities employer by indicating which category best reflects.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender** | **Religion** | | | | | **Sexual orientation** | |
| * Female * Male * Undisclosed | * Christian * Buddhist * Hindu * Jewish * Muslim * None * Other * Sikh * Undisclosed | | | | | * Bisexual * Gay man * Heterosexual * Lesbian Woman * Other * Undisclosed | |
| **Ethnic Group** |  | | | | | | |
| White   * White – UK * Irish * Gypsy or Irish Traveller * White other – please specify   Asian / Asian British   * Indian * Pakistan * Bangladeshi * Asian other   Chinese or Chinese British   * Chinese | | | | Black / African / Caribbean / Black British   * Caribbean * African * Other Black   Mixed / multiple ethnic groups   * White and Black Caribbean * White and Black African * White and Asian * Other Mixed   Other ethnic groups   * Arab * Other ethnic group * Undisclosed | | | |
| Do you consider yourself disabled? | | Yes  No | | | Are you a registered disabled? | | Yes  No |
| If registered disabled, please state certificate number and expiry date | |  | | | | | |
| Please indicate the nature of your disability | | | | | | | |
| Are any reasonable adjustments currently in place? | | | Yes  No | | | | |
| If yes, please provide details | | | | | | | |

**OCCUPATIONAL HEALTH INFORMATION**

GLL has a duty to keep such information confidential and may not pass to another party without your written consent. Completion of this form will help in assessing what adjustments if any are required in your volunteering role.

|  |  |
| --- | --- |
| Do you consider you have, or have had, any physical or psychological impairment/disability that might restrict your ability to carry out the duties involved with volunteering in this role? | Yes  No |
| Do you feel any reasonable adaptations or assistance will be required in order for you to fulfill the volunteer role? | Yes  No |
| Have you ever had any health problems which may have been caused or made worse by volunteering? | Yes  No |

|  |
| --- |
| If you have answered **YES** to any of the questions above, please give further details: |

**HR TO COMPLETE**

Results of health questionnaire / health interview

|  |  |  |  |
| --- | --- | --- | --- |
| No adjustments required (All questions answered No) |  | | |
| Adjustments may be needed (Yes is given to one of the questions) |  | | |
| GLL authorised signatory  (HR Advisor) |  | Date |  |

**DISCLOSURE OF CRIMINAL RECORDS**

All Volunteers both internal and external who are offered a Volunteer role by GLL are required to disclose any unspent criminal convictions, bind over orders or cautions and we will arrange with you to conduct a basic police disclosure to confirm this information.

All Volunteers both internal and external being offered a role that involves regular contact with children and are therefore exempt from section 4.2 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act Exceptions, Amendment order 1986 are required to disclose any spent and unspent criminal convictions, bind over orders or cautions. GLL will conduct an enhanced disclosure and barring service check to confirm this information.

The information that you provide us on this form will be treated with the strictest confidence. In most cases and roles we do permit people to take up volunteering before the check is completed, on the basis of the information provided in this section. However the offer of volunteering is subject to us being satisfied with the disclosure information when this is fully received.

If you are being offered a volunteer role that involves regularsupervision or contact with children under the age of 18 you must tell us about any spent and unspent convictions cautions or bind overs that you have on record in the following section.

If you are being offered any other type of volunteer role you only need to tell us about any unspent convictions cautions or bind overs that you have on record.

Failure to complete this section fully will prevent us from finalising your Volunteer offer.

This section applies to both internal and external volunteers and you should note that you are also required to advise the Human Resources department of any criminal convictions that occur at any time after Volunteering has commenced. Failure to do so may result in the immediate termination of your Volunteering registration.

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted or bound over at court or cautioned by the Police for any offence or do you have a prosecution pending? (if Yes go to next question) | Yes | No |
| Please provide details of the convictions, cautions and bind over orders including any pending prosecutions, including the approximate date of the offence and the court or police force which dealt with the offence. | | |