

**NYAS Application Form for the role of Volunteer Independent Visitor**

***Area Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(If known)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Please read the Role Description before you complete this form. Applications should be typed and completed in black ink.

**Personal Details**

**Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First name(s**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you been known by any other name(s)?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Telephone No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tell us how and when you would prefer us to contact you:**

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

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

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

**Reason for Interest & Experience:**

**Please tell us why you would like to be a volunteer with NYAS and what experience you may have that you think is relevant to this role which can include any voluntary work and what personal qualities, skills from interests or hobbies you would bring to the role and what you hope to gain from the experience.**

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Please continue on a separate sheet if necessary.

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**Skills, training and qualifications:**

Please tell us about any skills, training, qualifications or knowledge, including languages, that you have that would help you in this volunteer role with NYAS. Please continue on another sheet if necessary.

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**Education and qualifications - Secondary and Further Education**

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| --- | --- | --- |
| **Name of School / College / Univ attended etc.** *(most recent first)*  | **From / to****(Month and year)** | **Examinations taken and qualifications obtained** |
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**Employment History:**

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| --- | --- | --- |
| **Name and address of Employer or Organisation:** *(most recent first)* | **From / to****(Month and year)** | **Positions and Duties** |
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Please give **full** details of all paid work you have undertaken, including any gaps in unemployment. This is to ensure that we comply with Safer Recruitment. Please continue on a separate sheet if necessary.

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| Please give full details of any time gaps, failure to explain gaps will result in delays in recruitment: |

**References**

In order to become a volunteer Independent Visitor with NYAS you must be able to provide the name and contact details for a minimum of two referees *(NYAS Safer Recruitment Policy for volunteers require professional & personal references – see guidance below)*.

* **Professional:**

NYAS requires professional references to cover the last 2 years of your history. Where you have had more than one employed role in the last 2 years, you will need to provide details of previous employers to enable NYAS to confirm this 2 year period. *(Colleagues cannot be used as professional references; you must provide your managers/supervisors or HR dept.).*

If you have been in education, please provide the name of your teacher/lecturer/tutor.

* **Personal:**

The personal reference must be from someone who has known you for a minimum of 2 years i.e. friend or colleague.

**\*Referees cannot be from a family members or a person living in the same house as you.**

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| --- | --- |
| **Name:** |  |
| **Organisation/company they represent:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **E-mail address:** |  |

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| --- | --- |
| **Name:** |  |
| **Organisation/company they represent:** |  |
| **Relationship to you:** |  |
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| **Name:** |  |
| **Organisation/company they represent:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **E-mail address:** |  |

Please continue on a separate sheet if necessary.

Would be better

**Health Information**

Please state if you have any health or allergic conditions we may need to know about. For some local authorities we are also required to contact your GP. You will be advised of this by your local Coordinator.

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**Rehabilitation of Offenders 1975**

**The nature of the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act (Exemption Order) 1975. You are therefore not entitled to withhold information about convictions which for other purposes are considered ‘spent’ under the revision of the Act.**

**Have you ever been convicted for a criminal offence? YES/NO**

**If you answered ‘YES’ to the above, please provide details of the offence(s), date(s) and where convicted:**

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**Independence:**

We are required to ensure that Independent Visitors are not employed by the (your) local authority, an elected or co-opted member of the authority, or a spouse, civil partner or other person living in the same house as an employee or member of the authority.

Does any of the above apply to you? YES/ NO

If the answer is yes please discuss this with your local IV Co-ordinator, as we may be able to match you with a young person from a different local authority area.

Declaration

I declare that the information I have provided in this form is true and complete. I understand that if it is subsequently discovered that any statement I have made is false or misleading; my volunteer appointment will be terminated by NYAS. *(If the information provided by referees is insufficient, we may require further references*)

Signed: Date:

Please Note: To comply with NYAS’s Safer Recruitment and Protection Policy, appointments as volunteer Independent Visitors are subject to satisfactory references, Enhanced Disclosure Barring Service Checks and satisfactory completion of the NYAS IV Training Course.

Please find NYAS values attached.

**Thank you for taking the time to complete this application form, please return it by**

**e-mail to:** recruitment@nyas.net

**Or by post to:**

**HR Dept.**

**NYAS**

**1 Tower House**

**Tower Road**

**Birkenhead**

**Wirral**

**CH41 1FF**



**NYAS CORE VALUES**

To achieve our mission and work towards our stated aims our approach to equality, diversity, and inclusion is based on the following core values:

* ***Fairness*** – we will work to ensure that we promote equality, diversity and inclusion and do not discriminate against any of our service users, staff, volunteers or stakeholders.
* ***Respect*** – we will encourage a workplace and service culture which is constructive, where everyone is valued for their contribution and their voice is heard. We will value all our service users, staff, volunteers and stakeholders as equal participants, treat them with dignity, and listen and be constructive in all our dealings with them.
* ***Integrity*** – we will work to ensure that all our practices are transparent, open to change and honest and we will maintain confidentiality where appropriate.
* ***Expertise and Excellence*** – we will ensure the highest professional competency and value mix that is optimistic, positive and able to contribute to all those we work with to enable them to reach their full potential.
* ***Empowerment*** – we will work with individuals to enable them to fulfil their potential and maximise their ability to advocate for themselves.
* ***Accountable*** we will take responsibility for what we do, acknowledge our mistakes and be accountable to stakeholders.
* ***Independence*** we speak up on behalf of children, young people and vulnerable adults and use our independence to ensure their rights are upheld.