

APPLICATION - Volunteer

STRICTLY CONFIDENTIAL

Thank you for applying to Jigsaw. Please complete this form in full and return it to our HR Department by email (careers@jigsawtrust.co.uk) or by post (Jigsaw Trust HR Department, Building 20, Dunsfold Park, Stovolds Hill, Cranleigh, Surrey, GU6 8TB). If you have any questions, please contact a member of our HR team by email: careers@jigsawtrust.co.uk, or telephone: 01483 277366.

Please note that we are unable to accept CV's

SAFEGUARDING CHILDREN and ADULTS AT RISK

As part of our standard recruitment procedure, Jigsaw is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

If successful you will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and overseas police checks (if applicable) - the costs are covered by Jigsaw.

Position applied for	Click to enter text
Where did you see this position advertised?	Click to enter text
Potential start date <i>(inclusive of notice period, if applicable)</i>	Click to enter text

SECTION 1: PERSONAL DETAILS

Title (Miss, Mrs, Mr etc.)	Click to enter text
First name	Click to enter text
Middle name	Click to enter text
Last name	Click to enter text
Known as <i>(if different from above)</i>	Click to enter text
Previous surname(s) <i>(if applicable)</i>	Click to enter text
Address	Click to enter text Click to enter text
Postcode	Click to enter text
Preferred contact number	Click to enter number
Email address	Click to enter text
Date of birth <i>*required for identification purposes & to verify a full education and employment history has been provided*</i>	Click to enter date dd/mmm/yyyy
National Insurance Number	Click to enter text
Do you have access to a vehicle?	Please state YES or NO
Do you currently have the right to work in the UK? <i>(You will be required to provide evidence at interview – please include visa status if applicable)</i>	Please state YES or NO
If you have answered NO to the above, please specify your circumstances	Click to enter text or N/A

SECTION 2: LIVING/WORKING ABROAD <i>Please give details of any periods that you lived or worked abroad within the last 5 years – please indicate if not applicable</i>		
From (mm/yyyy)	To (mm/yyyy)	Reason
Click to enter date	Click to enter date	Click to enter text

SECTION 3: SUPPORTING STATEMENT <i>You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary.</i>
<p>Please refer to the volunteering role description and include:</p> <ul style="list-style-type: none"> • The reasons why you are applying for this post; • Personal qualities and experience that you feel are relevant to your suitability for the post; • Key responsibilities and achievements which are relevant to this application; • Details of any relevant interests or activities.
<p>Click to enter text (please continue on separate sheet if necessary)</p>

SECTION 4: REFERENCING *References will only be sought for shortlisted applicants*

- **Referee 1** must be your **present or most recent** employer.
- **Referee 2** must be an **employer where you have been working with children or vulnerable adults where possible** or your **second most recent employer**.
- If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal.
- We are unable to accept personal character references or open references therefore please do not name relatives or people acting solely in their capacity as friends, as referees.
- Private email addresses will not be accepted for employment or educational referees.

Should you be shortlisted, prior to your interview other previous employers may be approached for information to enable us to verify details on your application form such as particular experience or qualifications.

Information concerning the following will be requested from your referees:

- Dates of Employment
- Capacity of Relationship
- Applicant's position
- Applicant's job responsibilities
- Disciplinary record
- Reasons for leaving employment
- Any concerns about the applicant working with children or vulnerable adults

It is Jigsaw's policy to seek references prior to interview

Referee 1	Referee 2
Do you have any objection to a reference being taken prior to interview? <i>(state Yes or No)</i> Click to enter text	Do you have any objection to a reference being taken prior to interview? <i>(state Yes or No)</i> Click to enter text
Referee name Click to enter text	Referee name Click to enter text
Job title Click to enter text	Job title Click to enter text
Phone number Click to enter number	Phone number Click to enter number
Email address Click to enter text	Email address Click to enter text
Name & address of organisation (inc. postcode) Click to enter text Click to enter text Click to enter text	Name & address of organisation (inc. postcode) Click to enter text Click to enter text Click to enter text
In what capacity do you know this referee (eg. line manager, colleague, CEO etc.) Click to enter text	In what capacity do you know this referee (eg. line manager, colleague, CEO etc.) Click to enter text
If you are known to this referee by any other name please give details Click to enter text	If you are known to this referee by any other name please give details Click to enter text

Please continue to the next page

SECTION 5: DECLARATIONS

Are you related to, or do you have a close personal relationship with a member of staff, pupil, Trustee or Governor of Jigsaw? *(please state Yes or No)* [Click to enter text](#)

If 'Yes' please provide his/her name and role and state your relationship with this individual

Name [Click to enter text](#)

Role [Click to enter text](#)

Relationship [Click to enter text](#)

DATA DISCLAIMER

The information you give when completing your application form will be used in accordance with the Data Protection Act 2018 to enable the organisation to:

- Create an electronic and paper record of your application
- Compile statistics or to assist other organisations to do so

[The information will be kept securely and will be kept no longer than necessary.](#)

By signing this Application Form, you agree that:

- This information will be kept for the duration of the recruitment process. Information pertaining to unsuccessful applicants will be held for a maximum period of one year.
- Should you be joining us as a volunteer this information will be kept for the duration of your time volunteering at Jigsaw and for a period of time following this.

[You have the right to request a copy of the data held on you – requests to review the data we hold on you can be made in writing to the HR Department.](#)

YOUR SIGNATURE

- I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police.
- I give my consent for the personal data supplied to be used for the purposes of recruitment and selection (including obtaining references) and for Jigsaw to send me general updates/marketing material during this time.

Please note: [If your application is unsuccessful and another suitable vacancy arises within 6 months of your original application, and which we think might suit your skills and experience, we may contact you to make you aware of the vacancy.](#)

SIGNATURE OF APPLICANT

DATE [Click to enter date](#)

Electronic applications: if you are shortlisted and called for an interview you will be asked to sign your Application Form at that interview.

[Only shortlisted applicants for interview will receive further notification from our HR Department.](#)

THANK YOU FOR YOUR APPLICATION

Please continue to the next page

EQUALITY and DIVERSITY MONITORING

In accordance with the Equality Act 2010, Jigsaw does not discriminate against race, sex, disability, age or other protected characteristics.

In order to monitor the effectiveness of Jigsaw's Equality Policy and recruitment procedures we ask that all applicants complete this form and return it with their application.

Please highlight whichever applies. If you prefer **not** to provide certain information, please do not highlight.

Gender	Age
Female	16-25
Male	26-35
Transgender	36-45
	46-55
	56-65
	66+

Disability
<p>Do you consider yourself to have a disability? Please state YES or NO</p> <p>Jigsaw welcomes applications from disabled people. Please indicate here if there is anything we need to do or to take into consideration to ensure that the recruitment process is fair in relation to a disability. Candidates who are invited to interview will be asked in the invitation email if they require any adjustments to be made to the interview or other selection activities.</p> <p>Click to enter text</p>

Ethnicity please highlight ONE category – these categories are based on the population census	
<p>Asian, Asian British</p> <p>Bangladeshi</p> <p>Indian</p> <p>Pakistani</p> <p>Any other Asian background (<i>specify if you wish</i>)</p> <p>Click to enter text</p>	<p>Black, Black British</p> <p>African</p> <p>Caribbean</p> <p>Any other Black background (<i>specify if you wish</i>)</p> <p>Click to enter text</p>
<p>Chinese, Chinese British</p> <p>Oriental</p> <p>Any other Ethnic background (<i>specify if you wish</i>)</p> <p>Click to enter text</p>	<p>Mixed</p> <p>White and Asian</p> <p>White and Black African</p> <p>White and Black Caribbean</p> <p>White and Chinese</p> <p>Any other Mixed background (<i>specify if you wish</i>)</p> <p>Click to enter text</p>
<p>White</p> <p>British</p> <p>Any other White background (<i>specify if you wish</i>)</p> <p>Click to enter text</p>	
<p>Please note that a member of the HR Department NOT involved in the recruitment and selection process, will collate this form and data.</p> <p>We will use this information to ensure that we are adhering to Jigsaw's 'Safe Recruitment & Equal Opportunities in Employment' policies.</p>	

CRIMINAL RECORD DECLARATION

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the recruitment process.

You are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

We recognise the contribution that former ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, prevent that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not 'protected' could result in disciplinary proceedings or dismissal.

First Name			
Last Name			
Position applied for			
<p>1) Are you on the Children's or Adults at Risk Barred List (previously List 99 and PoCA list), or have you ever been disqualified from working with children or adults at risk, or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency?)</p> <p>Please highlight: YES / NO</p> <p><i>It is a criminal offence for barred individuals to seek or undertake work with children or vulnerable adults. If you have answered "YES" please provide further details in the space provided below.</i></p>			
<p>2) Do you have any convictions, cautions, reprimands or final warnings which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974</p> <p>Please highlight: YES / NO</p>			
<p>3) If you have answered NO, please proceed to the Declaration, below. If you have answered YES, please disclose your criminal record in the space provided below</p> <p>Details of Criminal Record:</p>			
<p>DECLARATION</p> <p>I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Jigsaw Trust.</p>			
Name			
Signature		Date	

To view a list of specified offences or for more information please visit <http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>