**Support After Rape and Sexual Violence Leeds (SARSVL)**

**Volunteer Application Form**

**Admin Suport Volunteers**

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| **About us:** |
| SARSVL is a charity that provides emotional and practical support to women and girls who have been affected by sexual violence at any time in their lives. We do this via our confidential freephone/text/email support services, our advocacy service and our counselling service. We’re run by women for women, and our city centre offices are a women only safe space.  SARSVL is a member of Rape Crisis England & Wales, and we abide by a set of National Service Standards, which ensure that women and girls using our service can have confidence in our service. You can find out more about Rape Crisis at [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk) . |
| **What will I be doing?** |
| SARSVL women come from all walks of life, and whatever your background and skills you’ll be sure of a warm welcome when you join our team of volunteers.  Admin Support volunteers are an important part of the organisation, helping to support our staff with activities like, researching fundraising opportunities, distributing publicity, preparing material for stalls and training events and supporting meetings. You could find yourself performing a range of tasks during your volunteering hours. Or you may prefer to focus on just one task that you regularly do once a week.  There’s something for everyone, and you can get involved with as much as you like. Like any other SARSVL volunteer, you are welcome to join one of our sub groups or participate in SARSVL fundraising or awareness raising events. Some volunteers go on to become Trustees.  Once you’ve filled in this form and sent it back to us, we will arrange for you to meet with a member of our staff and have a bit more of chat about what you could get involved with in the group and about SARSVL as a wider organisation.  The values that underpin our work are key to how we work as an organisation, and it’s important that, whatever volunteering role you take up in SARSVL, you are aware of these and they are in tune with your own values. They are (in no particular order):  ***Confidentiality, Trust & Belief, Respect, Feminism, Empowerment, Diversity of Provision, Responsiveness, Women-Only Safe Space, Partnership Working, Inclusion, Accessibility, Empathy, Woman-Centred Practice, Led by the Women we Support, Non-judgemental.***  All that we need is your enthusiasm, your commitment to our ethos, and your time. In return we will support you in developing your skills and learning new ones, give you the space and support to gain new experiences, and the opportunity to play a role in delivering a much needed service to women and girls in Leeds. |
| **I’d like to join the team. What happens now?** |
| 1. Complete the form below and return it to us either by email to [info@sarsvl.org.uk](mailto:info@sarsvl.org.uk) or by post to PO Box 827, Leeds LS1 9PN 2. We’ll review your form, and invite you to an informal chat (not an interview!) where you can ask any questions. 3. We will agree a start date for you and you will then be asked to sign a code of conduct.   Please make sure that you have given us e-mail addresses for both of your referees, and make sure that both your referees are expecting to hear from us. It will only be a brief communication outlining our service and asking them to provide basic information to vouch for you. |
| **I’ve got some questions – who can I contact?** |
| If you’d like to talk through any aspect of your application, or just want to find out a bit more about volunteering with SARSVL before making the plunge, you can contact us:  **By phone:** 0113 243 9102  **By email:** [info@sarsvl.org.uk](mailto:info@sarsvl.org.uk)  **By post:** PO Box 827, Leeds LS1 9PN |

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| **APPLICATION TO BECOME A SARSVL NON-SERVICE DELIVERY VOLUNTEER  PLEASE NOTE:** This form is a simple way of us finding out more about you and ensuring that we can move this process forward effectively. There are no right or wrong answers. Please do not disclose anything you are uncomfortable with. Depending upon what role you take on in SARSVL you might be required to do a CRB/DBS check (but this is not something that you need to be put off by).  The information you provide here will be kept confidential. | | | | | | |
| **Your Contact Details:** | | | | | | |
| Full Name: |  | Phone Number: | | | | |
| Address: |  | Daytime: | |  | | |
| Postcode: |  | Evening: | |  | | |
| Email: |  | | | | | |
| **Your Availability:** | | | | | | |
| *We ask that admin volunteers have availability within office hours and are able to commit to at least 2 hours per week.* | | | | |  | |
| **About You:** | | | | | | |
| **Please tell us what skills/experience you have which you feel you can use in SARSVL?** | | | | | | |
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| **Do you already know a women who volunteers or works for SARSVL?** | | | | | | Yes / No |
| *If you replied ‘yes’ above, please give us her name below. We will speak to her about the fact that you have applied, but will not show her your application or tell her the contents.* | | | | | | |
| *SARSVL woman’s name:* | | | | | | |
| **Do you have any criminal convictions?**  *Having criminal convictions is not a barrier to volunteering with SARSVL, however you should be aware that we carry out enhanced DBS check on any volunteer who has regular contact with service users. We also need to know if other women involved with SARSVL have any convictions, so if you answered ‘yes’ we will ask you about this when we meet you. Any information you give us be kept confidential.* | | | | | | Yes / No |

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| **Your Needs:** |  |
| Do you have any access requirements (large print, induction loop, wheelchair access…)? |  |
| *If you answered yes to the above question about access requirements, please let us know what it is you need below:* | |

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| **Please supply the names of two referees (not related to you) who can vouch for your suitability for volunteering with SARSVL.** | | | |
| Name: |  | Name: |  |
| Job Title  (if relevant): |  | Job Title  (if relevant): |  |
| Phone number (Day): |  | Phone number (day): |  |
| Phone Number (evening): |  | Phone Number (evening): |  |
| Email: |  | Email: |  |
| Capacity in which you know this referee: |  | Capacity in which you know this referee: |  |

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| **Statement:** | | | |
| ***I declare that all the information in this application is, to the best of my knowledge, correct.*** | | | |
| Your Name: |  | Date: |  |
| Signature: |  | | |

**Please complete the Equality & Diversity Monitoring Form overleaf and then please return your completed form by e-mail or post, as instructed on page 1 of this form.**

***This sheet is detached from application forms and is an anonymous survey.***

**Please do not identify yourself on this form.**

**Our commitment to managing diversity and ensuring equality of opportunity for all:**SARSVL aims to provide equal opportunities and fair treatment for all people applying to be employees or volunteers. Equality and diversity are central to the work of SARSVL.

SARSVL will treat all people with dignity and respect, valuing the diversity of all. We will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion or political belief, irrelevant offending background or any other factor irrelevant to the purpose in view. We will tackle social exclusion, inequality, discrimination and disadvantage.

**Monitoring recruitment procedures, data protection and confidentially.**In order to achieve our aims we have a policy of monitoring the composition of SARSVL staff and volunteers. As part of this monitoring process we ask for your co-operation in completing the questions below. We wish to give you the following assurances:

1. The information provided will not form the basis of any part of selection.
2. All information in the application form will be regarded as confidential to SARSVL.
3. This monitoring information will only be used for statistics.

**Please only answer as many questions as you feel comfortable with and return this page with your completed application form.**

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| **Your age:** |  |
| **How would you define your sexual orientation?** |  |
| **Are you (please tick all that apply):**  **Employed 🞎 Self-employed 🞎 Student 🞎 Unemployed 🞎**  **Other (please describe):** | |
| **How would you define your ethnic group?** |  |
| **Would you describe yourself as disabled** (please tick)**? Yes 🞎 No 🞎** | |
| **How did you hear about this volunteering opportunity?** |  |