

Volunteer Application Form



NHS Lothian
Charity



FAIR TREATMENT STATEMENT

No applicant will be unfairly discriminated against on account of their age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, and sexual orientation and/or Trade Union membership/stewardship.

Please return completed form to: fundraising@nhslothian.scot.nhs.uk

PERSONAL DETAILS

Surname

Forenames

(Please ensure you use all middle names)

Title

Date of Birth

Covid Age (Please use the PDF sent with this application form to calculate. If aged 16-18 please use the 18-29 page to calculate your age)

CONTACT DETAILS

Address

Telephone Numbers

Day

Evening

City/Town

Mobile

Post Code

Email

ROLE APPLIED FOR:

Please detail which days and times you have a preference for

OR I am flexible about volunteering and have no preference

Why do you want to volunteer with NHS Lothian Charity?

Approx. 100 words

What could you bring as a volunteer to NHS Lothian Charity? (skills, knowledge, experience, characteristics)

Approx. 100 words

FOOTNOTES AND DECLARATIONS

Footnote (1)

The Rehabilitation of Offenders Act 1974 - provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as “spent” after the lapse of a period of years under the terms of the Act.

NHS Scotland is exempt from the Rehabilitation Of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003. This means that you must tell us about any previous convictions either classed as ‘spent’ or ‘unspent’.

Having a criminal record will not necessarily debar you from volunteering with NHS Lothian Charity/ NHS Lothian. This will depend on the nature of the position, together with the circumstances and background of your offences. If you are offered a volunteering position, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers.

Information will be verified by Disclosure Scotland.

CONVICTIONS (Place an X in the appropriate box)

I declare that I have: (a) No Convictions

(b) Previous Convictions – Details of which I give below

Date	Offence	Sentence

Footnote (2)

DATA PROTECTION LEGISLATION

In processing any personal information or data we hold about you we will comply with the requirements of Data Protection Legislation. In particular all reasonable steps will be taken to ensure data is processed fairly, kept secure, protected against loss or damage & only disclosed (unless required by law or legal process) on a need to know basis. Under the Legislation you are entitled to ask us to provide copies of certain data we hold about you.

DECLARATION

I have completed of this application form and the details I have supplied are, to the best of my

knowledge, true and complete;

I understand that if appointed to this post the information on this form will be kept as part of my personal file record;

I authorise NHS Lothian Charity/ NHS Lothian to obtain references in support this application.

I understand that NHS Lothian Charity/ NHS Lothian require the details included in this form which will only be used for specific and lawful purposes as stated in Data Protection Legislation. This information will be held in accordance with the board's policies regarding confidentiality and data security.

I declare that I have no previous convictions or have identified any I have above.

Read, agreed and understood (check box)

Signature:

Date:

REFERENCES

Please supply details of two (2) referees who have known you for over one (1) year, suitable referees would include: work colleagues, former teachers, employers, ministers of religion, club officials, neighbours, support workers and should be able to comment on your background and suitability for the post. **You should NOT use family members.**

Please note references will not routinely be requested, however NHS Lothian Charity/ NHS Lothian reserves the right to contact references as/when needed.

Referee (1)		Referee (2)	
Name:		Name:	
Designation:		Designation:	
Address:		Address:	
City:		City:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Email:		Email:	

DISABILITY (Place an X in the appropriate box)

The Disability Discrimination Act 1995 and Amended Regulations 2005 define disability as follows: "any physical or mental impairment which has a substantial adverse effect on a person's ability to carry out normal day to day activities". NHS Scotland is "Positive about disabled people", and as such we provide job opportunities for disabled people.

NHS Scotland operates an Interview Guarantee scheme, which means that if you have a disability, and meet the minimum criteria outlined within the role description, you will be guaranteed a volunteer interview. However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate.

Do you want to participate in the Guarantee Scheme? Yes No

Guidance on completing the Occupational Health Self-Declaration form

Why is self declaration important?

The purpose of the self-declaration form is to ensure that NHS Lothian Charity/ NHS Lothian fulfils its obligation to protect the health and safety of its patients, visitors, staff and volunteers.

The information you provide on the self declaration form will enable NHS Lothian to make decisions about any risks for patients and for volunteers. Any information you provide on the form will be treated in the strictest confidence and will not be shared outside the Volunteer Service without your consent.

Next steps

- When the self-declaration form is returned it will be reviewed by the Volunteer Services Managers Team who will decide if you are able to progress to the next stage of the application process straight away or if we require more information or if some additional steps need to be taken to ensure everyone's safety.
- If you have any conditions listed under 'issues of concern' you will need to discuss this with the Occupation Health Service, whose knowledge of the work environment will ensure that the potential for additional support or adjustments is not overlooked. If this is the case the Volunteer Service Manager will provide you with a link to allow you to complete an electronic pre-placement questionnaire. You may be contacted by Occupational Health to discuss your concerns over the phone or asked to attend an appointment with a nurse or doctor.
- Following an Occupational Health appointment the Volunteer Service Manager will receive information to confirm your fitness and any requirement for adjustments or support you may require when we are looking at appropriate placements.

NB: Please note it is exceptionally rare that we are unable to find a suitable placement due to your health. However, it is on some occasions not possible.

Vaccinations

It is important that you have immunity to various infectious diseases, such as Measles, Mumps, Rubella, Hepatitis B, Chicken Pox, and Tuberculosis. Many British citizens will have received vaccinations for these when they were younger or have immunity. Having these vaccinations protects you, your family and friends, other staff, patients and visitors and it is a requirement that you are compliant with NHS Lothian's Infection Control Policy.

If you would like to access hepatitis b vaccination or to explore the vaccinations you have had to date please call 0131 536 1135 option 5 option 2 and request a "Volunteers immunisation update".

Issue of Concern	Why are we concerned	What we can potentially do about it - Adjustments/Support/Restrictions
<p>Physical Health: Any disability or illness that requires help or assistance with mobility, normal daily activities and social interactions.</p>	<p>You will be asked not to participate in manual handling of patients. However in an emergency you may need to be able to remove yourself and others from any immediate risk of injury. This means you need to be able to negotiate safely around the hospital and have no difficulties using emergency escape routes. .</p>	<p>Occupational Health will be able to advise on any specific recommendation or adjustments to ensure your safety...</p>
<p>Mental Health: Any mental health condition that has required support (including medication), from a counsellor, GP, psychologist etc. in the last 2 years, or any problems coping with difficult or stressful situations</p>	<p>Working around patients who are unwell can be very psychologically demanding and some areas of work are recognised as being more of a challenge than others. It is sometimes hard to imagine the impact of this if you have not done this before.</p>	<p>If appropriate Occupational Health may recommend that you are initially situated in areas that we know have less psychological demand and can access support from others easily. This can be re-evaluated after a period of time if your health status changes.</p>
<p>Sensory Problems: Issues with your speech, hearing, or vision that are not corrected by glasses, lenses or hearing aids</p>	<p>Hospitals are busy places and it needs to be clear where people may have difficulties negotiating around the physical environment or who may struggle with standard communication tools.</p>	<p>Again Occupational Health can provide specific guidance. The Volunteer Service Manager will need to undertake a risk assessment to ensure that you are not put in any danger e.g. if you are unable to hear the fire alarm or are visually impaired</p>
<p>Health issues which may cause sudden incapacitation or require emergency attention: E.g. Cardiac conditions, epilepsy or poorly controlled diabetes asthma</p>	<p>We need to know if you have a condition that may require emergency assistance to ensure your safety at all times.</p>	<p>Again Occupational Health can provide specific guidance regards working alone. With your consent, key colleagues can be informed of any risks or likely emergency assistance you may need.</p>
<p>Suppressed Immunity Any health condition, which impacts your immunity e.g. removal of spleen, steroid treatment, cancer treatment, HIV etc.</p>	<p>There are a lot of opportunistic infections in a hospital which may put you at risk. Also some conditions prevent individuals from retaining immunity to childhood diseases which may then pose a risk to the patients.</p>	<p>Again Occupational Health can provide specific guidance to allow a suitable role and environment to be identified.</p>

Occupational Health Self Declaration

Please provide honest and accurate information and return this form to fundraising@nhslothian.scot.nhs.uk Once the Volunteer Service Manager has reviewed the information provided they will be in touch to discuss next steps in the recruitment pathway.

See Guidance on the following pages.

Name		
Date of Birth		
Postcode		
I have read and understood the guidance on self-declaration	YES/NO	
I am aware of the health conditions or disabilities which may impair someone's ability to volunteer with NHS Lothian	YES/NO	
I have a health condition or disability which may impair my ability to volunteer with NHS Lothian. Please note: If you answer yes to this you will be provided with a link to allow you to complete an electronic pre-placement questionnaire or if you would prefer this questionnaire can be provided hard copy. Both of these options will mean all information is returned directly to Occupational Health. All confidential medical data will be stored securely within Occupational Health in line with the General Data Protection Regulations (GDPR 2018)	YES/NO	
I understand that it is my responsibility to inform NHS Lothian of any changes to my health during the period I am a volunteer which may impair my ability to volunteer with NHS Lothian	YES/NO	
Signature		
Date		