|  |  |
| --- | --- |
| A black text on a white background  Description automatically generated | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink |

**PERSONAL INFORMATION FORM**

*The information you provide on this form will be treated in the strictest confidence.*

**1. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forename(s): |  |
| Address: |  |
| Post Code: |  |
| Telephone (home): |  |
| Telephone  (other/mobile): |  |
| Email address: |  |
| Date of Birth: |  |

|  |  |
| --- | --- |
| A black text on a white background  Description automatically generated | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink  **Application Ref No**: (Office Use only) |
|  |  |

Please number the appropriate box to indicate which volunteer roles you are applying for in order of preference (up to a maximum of 3 roles).

**2. ROLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cadet Leader |  | Post Fire Support Team |  | Prince’s Trust Team Volunteer |  |
| Road Safety |  | Heritage Team |  | Targeted Youth Support Volunteer |  |
| Role Play |  | Garden support |  |  |  |
| Events Team |  | Safety Central Ranger |  |  |  |
| Safety Team |  |  |  |  |  |

**3. QUESTIONS**

Cheshire Fire and Rescue Service (CFRS) has core values that we expect volunteers to demonstrate.

**Please keep your answers to a maximum of 50 words**

|  |
| --- |
| Please tell us briefly about the skills, interests and experience you have to support you in this volunteering role: |
| Please tell us briefly about what you are hoping to achieve from your volunteering experience (e.g. learn a new skill, experience for your CV) |

**4. SKILLS**

Please indicate below your skills/experience that will benefit your role as a volunteer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General** |  | **IT systems** |  | **Community skills** |  |
| Administration |  | Word |  | Marshalling |  |
| Data entry |  | Excel |  | Working with older people |  |
| Filing |  | PowerPoint |  | Working with younger people |  |
| Telephone enquiries |  | Outlook/email |  | Presentations |  |
| Customer service |  | Internet |  | Driving |  |
| Reception |  | Databases |  | Leadership |  |
|  |  |  |  | Public events |  |
| Other relevant skills/experience | | | | | |

**5. AVAILABILITY**

Please indicate below your volunteering availability. **Remember to refer to the information booklet provided with this application form to ensure your availability matches the requirements for the role.**

|  |
| --- |
| Are you able to provide:  A couple of hours at a time  Half day duration  AM  PM (Please circle)  Full day duration  Evening  Is there a particular day when you would be available?  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday |

**6. REFERENCES**

All Cheshire Fire and Rescue Service volunteers are required to supply contact details of two referees when applying for a role. At least one of these should be current/past colleague, employer or teacher and the other can be family friend who has known you for at least two years. A family member cannot be a referee.

**An approach may be made to your present (or most recent employer) for a reference. If you do not want this done without us first telling you, please tick the box to indicate ‘NO’:**

|  |  |
| --- | --- |
| Name:  Address:  Post Code:  Email:  Tel:  Relationship: | Name:  Address:  Post Code:  Email:  Tel:  Relationship: |

**7. DRIVING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you hold a current driving licence?  YES  NO  If YES, for what types of vehicle?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | If YES, for what type of vehicles: | | | | | | AM | A1 | A2 | A | B1 | B | C1 | C | | BE | C1E | CE | D1E | DE | BE | C1E | fkpq |     Does your licence have any endorsements or penalty points?  YES  NO  If YES, please give details:    Do you have a car that you would be prepared to use for  YES  NO  voluntary activities? |

**8. RECRUITMENT METHODS**

|  |
| --- |
| Where did you first see the advert for this volunteering opportunity?  *(If it was in a newspaper or magazine, give the name)* |

|  |  |
| --- | --- |
| A black text on a white background  Description automatically generated | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink  **Application Ref No**: (Office Use only) |
|  |  |

**EQUAL OPPORTUNITIES FORM**

|  |
| --- |
| Cheshire Fire & Rescue Service aims to provide equal opportunities and fair treatment for all people and is determined to ensure that no applicant, employee or volunteer:   * receives less favourable treatment on the grounds of sex or marital status, sexual orientation, colour, race, nationality, ethnic or national origins. * to help monitor the effectiveness of our recruitment policy, Cheshire Fire and Rescue Service would be grateful if you would complete the following:   **Please X the appropriate boxes.** |

**9. GENDER & AGE**

|  |
| --- |
| I am:  Female  Male    Age:  17-24  25-35  36-45  46-55  56-65  66+ |

**10. NATIONALITY**

|  |
| --- |
| Are you a UK citizen? YES  NO  Do you require a work permit to work in the UK? YES  NO  If you hold a visa when does this expire: |

**11. SEXUAL ORIENTATION**

|  |  |
| --- | --- |
| **Are you:** | |
| Bisexual  Gay/Lesbian | Heterosexual  Decline to state |

**12. ETHNICITY**

|  |  |
| --- | --- |
| **I would describe my ethnic origin as:** | |
| **White:** | |
| British  Irish | Any other White background |
| **Mixed** | |
| White and Black Caribbean  White and Black African | White and Asian  Any other mixed background |
| **Asian or Asian British** | |
| Indian  Pakistani | Bangladeshi  Any other Asian Background |
| **Black or Black British** | |
| Caribbean  African | Any other Black background |
| **Chinese or other Ethnic Group**  Chinese | |
| Other (please provide details) | |
| Decline to say | |

**13. RELIGIOUS BELIEF/FAITH**

|  |  |
| --- | --- |
| **Are you:** | |
| Buddhist  Christian  Hindu  Jewish  Muslim | Sikh  Other  None  Decline to state |

**14. DISABILITY**

|  |
| --- |
| Do you consider yourself to be disabled?  YES  NO |

|  |
| --- |
| Do you have any medical conditions that may affect your volunteering duties? (Dyslexia is included within this)  YES  NO |

|  |
| --- |
| If Yes, please indicate whether you have any requirements or reasonable adjustments that we need to take account of: |

**15. REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| The role you are applying for is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975. Applicants are asked to declare if they have any criminal convictions, including spent convictions, cautions or reprimands. In the event of an offer of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Cheshire Fire and Rescue Service. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. |
| Have you been convicted of any criminal offence?  YES  NO  If yes, please give details of offence, including date and sentence.    Prior to engagement, an enhanced Disclosure and Barring Service (DBS), check will be carried out on successful applicants dependent on the chosen role. |

**16. OTHER INFORMATION**

|  |
| --- |
| If you have any personal relationship to any employee of Cheshire Fire & Rescue Service (CFRS), Councillors from Cheshire West & Chester, Warrington, Halton, or Cheshire East, CFRS volunteer or CFRS cadet, please give their name and relationship.  This does not prevent a Councillor, employee or volunteer giving a reference.  (Any approach to Councillors, other employees, volunteers or cadets to influence a selection decision will disqualify you).  If Councillor  Name:  Relationship:  **If Employee or Volunteer**  Name:  Relationship:  Work location:  Their present position: |

|  |
| --- |
| Cheshire Fire & Rescue Service is committed to equality of opportunity.  All applications will be considered on their merits and selection will be made solely on the basis of the suitability of applicants when assessed against role related criteria. |

|  |  |
| --- | --- |
| A black text on a white background  Description automatically generated | **CONFIDENTIAL**  Please read this form carefully before  completing it in type or dark ink  **Application Ref No**: (Office Use only) |
|  |  |

**DECLARATION FORM**

**17.**

I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TO THE BEST OF MY KNOWLEDGE CORRECT. I UNDERSTAND THAT CANVASSING, EITHER DIRECTLY OR INDIRECTLY, OF ANY COUNCILLOR OR EMPLOYEE OF CHESHIRE FIRE AND RESCUE SERVICE OR THE GIVING OF FALSE OR MISLEADING INFORMATION MAY LEAD TO DISQUALIFICATION AND IF APPOINTED, MAY LEAD TO DISMISSAL.

FURTHERMORE, I UNDERSTAND THAT THE INFORMATION WILL ONLY BE USED FOR RECRUITMENT AND SELECTION PURPOSES AND THAT IT WILL ONLY BE KEPT ON FILE BY CHESHIRE FIRE AND RESCUE SERVICE FOR 6 MONTHS THEREAFTER. HOWEVER, IF I AM APPOINTED TO THE POST THEN THE INFORMATION THAT IT CONTAINS WILL BE USED TO FORM PART OF MY PERSONAL FILE (EXCEPT FOR DISCLOSURE INFORMATION, IF APPLICABLE, WHICH WILL ONLY BE KEPT FOR 6 YEARS).

|  |  |
| --- | --- |
| Signed: |  |
| Printed: |  |
| Date: |  |
| **If you return this form by email (without signature) print name in place of signature and you are deemed to have accepted the above declaration.** | |