**Logo, company name

Description automatically generated**

**Mentor Application Form**

**Thank you for your interest in mentoring with Trailblazers. Please complete this form and submit it to** [**volunteering@trailblazersmentoring.org.uk**](mailto:volunteering@trailblazersmentoring.org.uk)**. Trailblazers Mentoring are keen to encourage diversity and champion inclusion. If you have any issues completing this form, or have any questions about the applications process, please get in touch at the email above so that we can support you.**

**About You**

|  |
| --- |
| **Preferred location (delete as appropriate)** |
| *Brinsford / Isis (Woolwich) / Brixton / Aylesbury* |
| **Forename / Surname** |
|  |
| **Preferred pronouns (delete as appropriate)** |
| *She/Her*  *He/His*  *They/Their*  *Prefer not to Say*  *Other (please state):* |
| **Date of birth** |
| *DD/MM/YYYY* |
| **Email Address** |
|  |
| **Phone Number** |
|  |
| **Home Address** |
| **Postcode:** |
| **Emergency Contact Details** |
| **Name:**  **Phone number:**  **Relationship to you:** |

**Our commitment to equality, diversity and inclusion**

As an organisation that works with some of the most vulnerable and stigmatised people in our communities, we are committed to taking action to make our society fairer, more equal and more inclusive. We strongly believe that organisations which embrace equality, diversity and inclusion, perform better and achieve more and we are committed to building an inclusive, diverse workforce, representative of those we serve.

We are committed to ensuring that no person will be treated less favourably than another due to their age, disability, gender reassignment status, gender identity, marriage or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

The information we collect in this form will be used to monitor and analyse the progression of applicants from different groups, during our recruitment and selection processes. This will help us to ensure that these processes are as fair and inclusive as possible.

The equality information you provide will be treated in the strictest confidence and will be used for safeguarding and monitoring purposes only. If you do not wish to complete this form this will not affect your application.

|  |
| --- |
| **Which of the following best describes your gender?** |
| *Woman (including Trans Woman)*  *Man (Including Trans Man)*  *Non-Binary*  *Other – please state:* |
| **Is your gender identity the same as the gender you were assigned at birth?** |
| *Yes*  *No*  *Prefer not to say* |
| **Would you describe yourself as Intersex?** |
| *Yes*  *No*  *Prefer not to say* |
| **Which of the following options best describes your sexual orientation?** |
| *Gay*  *Bisexual*  *Lesbian*  *Questioning*  *Heterosexual*  *Prefer not to say*  *Other – please state:* |
| **What is your religion or belief, even if you are not practising?** |
| *Buddhist*  *Christian - Catholic*  *Christian - Protestant*  *Hindu*  *Humanist*  *Jewish*  *Muslim*  *Sikh*  *Agnostic*  *Atheist (No religion)*  *Other – please state:* |
| **Which of the following bests describes your Ethnicity?** |
| ***Asian or Asian British:*** *Indian****,*** *Pakistani****,*** *Bangladeshi****,*** *Chinese****,*** *Any other Asian background*  ***Black, Black British, Caribbean or African Caribbean,*** *African****,*** *Any other Black, Black British, or Caribbean background****,***  ***Mixed or multiple ethnic groups,*** *White and Black Caribbean****,*** *White and, Black African****,*** *White and Asian****,*** *Any other Mixed or multiple ethnic background*  ***White,*** *English, Welsh, Scottish, Northern Irish or British****,*** *Irish****,*** *Gypsy or Irish Traveller****,*** *Roma****,*** *Any other White background*  ***Other ethnic group,*** *Arab****,*** *Any other ethnic group* |
| **What is your nationality?** |
| *British Citizen*  *Other – please state:* |
| **Do you consider yourself to be disabled and/or neurodiverse?**  **Under the Equality Act 2010, you’re disabled if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.**  **If Yes, please provide details of any reasonable adjustments that you may need while volunteering with us. Please note that this will in no way have a negative impact on your request to volunteer with us and is for us to make sure your volunteering experience as positive and inclusive as possible. The information you give will be treated as confidential.** |
| *Yes*  *No*  *Prefer not to say* |

**Employment and Education History**

**Please also attach your CV to your application email for details of your work history.**

|  |
| --- |
| **Do you have mentoring experience? (delete as appropriate)** |
| *Yes, I have an accredited mentoring qualification*  *Yes, I have mentored in the workplace but I do not have a mentoring qualification*  *Yes, I have mentored peers at university/college but I do not have a mentoring qualification*  *No, but I have mentored friends and family*  *No, but I am eager to learn*  *Other – please specify:* |
| **What is your employment status? (delete as appropriate)** |
| *Employed – Full Time*  *Employed – Part Time*  *Retired*  *Self-Employed*  *Student*  *Student & Employed Full Time*  *Student & Employed Part Time*  *Unemployed* |
| **What is your highest level qualification? (delete as appropriate)** |
| *Functional skills/Level 1*  *GCSE/Level 2*  *NVQ/BTEC/Diploma/Level 3*  *Diploma/Foundation Degree/Level 4*  *Diploma/NVQ/HNC/Level 5*  *Undergrad degree/Level 6*  *Masters/Level 7*  *PHD/Level 8* |

**References**

**Please provide TWO references.** It is our preference that we speak to referees who know you in a professional or voluntary capacity. We understand you may not be able to provide two professional references if you have not worked within the last three years or are not out at work or university. If so, you may provide personal referees as one or both of your options. A personal reference can be someone who has known you for the last five years, who can give you a character reference to the best of their knowledge.

As an organisation working with vulnerable people referees will be asked – as far as they are able to inform us – about your suitability for the role as a mentor, as well as disciplinary offences relating to children, young people and vulnerable adults, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

|  |
| --- |
| **Can Trailblazers contact your referee prior to offering you a voluntary position?** |
| *Yes*  *No* |
| **Referee 1** |
| **Name:**  **Job Title:**  **Organisation:**  **Email:**  **Phone number:**  **How long has this referee known you?**  **In what capacity do you know your referee?** |
| **Referee 2** |
| **Name:**  **Job Title**:  **Organisation:**  **Email:**  **Phone number:**  **How long has this referee known you?**  **In what capacity do you know your referee?** |

**Mentoring with Trailblazers**

|  |  |
| --- | --- |
| **What has motivated you to volunteer with Trailblazers?**  **Please enter ‘Y’ next to the one most relevant statement and expand on your reason in the supporting statement.** | |
| *I’d like to gain some work experience in the criminal justice system* |  |
| *I’m interested in the criminal justice system* |  |
| *I am particularly motivated by the vision, mission and values of Trailblazers* |  |
| *I have personal experience of the criminal justice system, I have time and I’d like to give back to the community* |  |
| *I have a desire to help people in the criminal justice system* |  |
| *Volunteering with Trailblazers will support my studies* |  |
| *I have skills I’d like to use for the benefit of Trailblazers* |  |
| **Where did you hear about this opportunity? (delete as appropriate)** | |
| *Charity Job Website*  *Current Volunteer*  *Do-it.org Website*  *Facebook*  *Indeed*  *Leaflet/Flyer*  *Local Press*  *Local Volunteer Centre*  *Trailblazers Website*  *Parish/Church*  *Probation*  *Twitter*  *University/College*  *Volunteer Event*  *Word of Mouth*  *Other (please state):* | |
| **Have you volunteered for Trailblazers before? (delete as appropriate)** | |
| *Yes*  *No* | |
| **Please give details of any employee, project volunteer, trustee or member of Trailblazers to whom you are related.** Restrictions may apply to the appointment of persons, who are closely related to an existing member of staff, paid or unpaid. If you fail to disclose such information you may be disqualified from consideration or, if invited to be a volunteer, have this invitation withdrawn.    Seeking the support of or canvassing any trustee, member or recruiting manager will disqualify a  candidate from the process or appointment. | |
| *N/A*  *Yes – please give details* | |
| **Have you ever been supported by Trailblazers as a service user? (delete as appropriate)** | |
| *No*  *Yes (please specify dates and location):* | |
| **Supporting Statement**  *Please provide a short statement (max 200 words) of how you think your skills, life experience and qualities would support a mentee.* | |
|  | |

**Safeguarding, Pre-Engagement Checks**

We believe that having diverse people working as part of our team makes us the organisation that we are. We actively encourage applications from people from all backgrounds to help us to provide the best possible experience for the people who use our services and to make Trailblazers a great place to work. The safety of vulnerable children, young people and adults is our absolute priority. We will support you in your role to make sure that you are equipped to support the safety of people who use our services and those around them, to the highest standard possible. However due to the nature of our working supporting some of the most vulnerable people in our communities the recruitment and selection process for positions working with vulnerable people is therefore rigorous and involves a range of pre-engagement checks.

Trailblazers must ensure that you are suitable for such work and that you are not disqualified from taking up the post. We have a legal duty not to engage anyone who is disqualified from working with vulnerable people, any attempts to apply for a voluntary role will contravene as a breach of this legal duty and will be reported to the Police.

**Criminal Record Declaration**

The post for which you are applying is exempt from the provision of the Rehabilitation of

Offenders Act 1974. You must therefore declare, whether spent or not, any convictions, cautions

or reprimands, warnings or bind-overs which you have ever had and give details of the offences.

The fact that you have a criminal record will not necessarily debar you for consideration for this

appointment, although failure to disclose any previous convictions will. This information will be dealt with in the strictest confidence.

|  |
| --- |
| **Please provide details of any previous convictions:** |
|  |

This post is subject to a Disclosure and Barring Service (DBS) check at an enhanced level that will be funded by Trailblazers. Trailblazers insists that all volunteers undertake a DBS.

|  |
| --- |
| **If you already have a valid DBS, please provide your 12-digit DBS Certificate number here, the date it was issued and if you are registered on the update system.**  NB: Please do not share your 10-digit DBS Update subscription ID as this is sensitive information. |
|  |

**Training and Assessment Programme**

Our volunteer mentor role appointments involve a training and assessment programme, as part of

the selection process.

**HMPPS Security Vetting**

All volunteer mentors will need to undertake HMPPS Enhanced Level Security Clearance conducted by the prison to be able to enter the prison establishment. As part of this process, you are asked to complete a Self-Declaration Form, which asks you to supply information on any convictions, cautions, reprimands or final warnings, both spent and unspent, as well as personal information about your personal details and previous addresses. In addition, this information will also be sought via a HMPPS Security Clearance. Any invitation to undertake voluntary work within prisons for Trailblazers is subject to receipt of HMPPS Enhanced Level Security Clearance that is satisfactory to the prison.

Please do not let this deter you if you have lived experience of the Criminal Justice System – this can be discussed with your Project Manager on how best Trailblazers can support you with your application.

**Consent to the checks**

You do not have to consent to the above checks. However, if consent is withheld Trailblazers will

be unable to proceed with your volunteer application.

All information supplied by you will be treated in the strictest confidence and in accordance with

the Data Protection Act, if you refuse to consent to checks your information will not be held or retained by Trailblazers Mentoring in any fashion.

**Proof of Identity**

You will be asked to supply documents to confirm your identity for HMPPS Security Clearance

purposes and to comply with the Asylum & Immigration Act, to complete an Enhanced DBS. One type of photographic identification should be produced, such as new style driving licence or passport. You will be informed as to which documents to supply and if you are shortlisted.

**What are we doing with your data?**

Trailblazers use the data you provide as part of your application process for recruitment and volunteer matching purposes only.

Your application form will be used to shortlist you. If you are successful in being appointed, this data (alongside any other personal data we collect via the recruitment process) will create your volunteer record with Trailblazers.

We also collect Equality and Diversity information when you apply for a role with us. The equality information you provide will be treated in the strictest confidence and will be used for monitoring and safeguarding purposes only, to ensure that a safe and appropriate mentee match can be found for you.

**How long will we store your data for?**

If you are successful, this data will form the basis of your volunteering record and will be stored in line with Trailblazers Privacy Policy. We will store your data while you are volunteering with us and retain it for six years after you have left Trailblazers for the purpose of safeguarding, monitoring and the provision of references for you.

If you are unsuccessful and do not apply for another role with Trailblazers your data will be deleted after twelve months. At any stage of the recruitment process, you are able to request that we remove your personal data from our system. For further information, please contact [info@trailblazersmentoring.org.uk](mailto:info@trailblazersmentoring.org.uk).

By selecting ‘Yes’, you agree to that you have read, understood and agree to the above and the following:

**N.B. If you do not agree to data processing, confirm that the information supplied is true and accurate, and to contact referees, we will not be able to process your application further. Equalities monitoring information is optional.**

|  |  |
| --- | --- |
| **I understand that Trailblazers must process and hold on computer the information or data I have supplied or referred to on it, including any information that I consider to be sensitive and personal in order to adequately safeguard their staff, volunteers and service users.**  **I understand and agree that this information will also be held on my personal volunteer file, if I am engaged as a volunteer.** | Yes / No |
| **In submitting this application form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements may result in me being unable to continue my involvement with Trailblazers in a voluntary capacity if such information becomes known after my engagement as a volunteer.** | Yes / No |
| **I agree that Trailblazers may ask my referees for comments on my suitability for the voluntary role and, where relevant, request details on my attendance, sickness levels, performance, conduct, reasons for leaving and suitability to work with young people, where applicable.** | Yes / No |
| **I understand that Trailblazers may use the information provided in this application form for equality monitoring purposes, safeguarding, compiling statistics, maintaining other volunteer records and completing statutory returns as required.** | Yes / No |