VOLUNTEER APPLICATION FORM

*Private and Confidential*

Cardiff Women’s Aid (CWA) is the lead agency locally in delivering an end-to-end, crisis to recovery, change that lasts service to women who are survivors of domestic abuse and violence. Volunteers play a crucial role in the support we provide to these women and to the wider community, helping us to break down barriers and stigma and facilitating activities that build confidence, skills and awareness. Thank you for your interest in volunteering!

If you need any help to complete this application, please do not hesitate to contact the volunteer coordinator on [volunteers@cardiffwomensaid.org.uk](mailto:volunteers@cardiffwomensaid.org.uk).

## PART 1: YOUR DETAILS

| Full name: |  |
| --- | --- |
| Known as:  *What do you like to be called?* |  |
| Pronouns:  *e.g. she/her, they/them, he/him* |  |
| Address and postcode: |  |
| Telephone: |  |
| Email: |  |
| Date of application: |  |
| How did you hear about Cardiff Women’s Aid’s volunteering service? |  |

## Part 2: Your Application

Please have a look on our [website](https://cardiffwomensaid.org.uk/volunteers/) for an up-to-date list of the volunteering roles we have available currently. Please let us know in the box below if there was a specific role you were interested in.

If there isn’t a specific role being advertised, but you’d like to get involved with us, please use the box below to tell us a bit about the sort of activities/areas you’d like to volunteer in.

| **Is there a specific role you are applying for?** | | | |
| --- | --- | --- | --- |
| Please state here: | | | |
| **Which areas of the organisation are you interested in?**  ***Please tick / delete as appropriate*** | | | |
| Administration / Office |  | Reception |  |
| Organising / Helping at events |  | Workshops / Activities |  |
| Befriending |  | Fundraising |  |
| Social media |  | Something else |  |
| **Comments:** Please use this space to provide any extra information if needed. We are open to new ideas and suggestions. We hope to develop new roles where this is an interest or a need. If you have a skill you’d like to share with us, or a service you’d like to provide, please let us know … | | | |

In the next part of the application, we want to learn a little more about you, your understanding of our work, and why you are interested in volunteering with Cardiff Women’s Aid. Please write no more than a couple of paragraphs for each section.

| **Why would you like to volunteer in this role/for Cardiff Women’s Aid?**  Please let us know your motivations for volunteering with us. Please also let us know if you have any knowledge/understanding of VAWDASV (Violence Against Women, Domestic Abuse and Sexual Violence). If you’re not sure what to write in this section, have a look at the ‘[About Us](https://cardiffwomensaid.org.uk/about-us/#:~:text=place%20of%20safety.-,Cardiff%20Women's%20Aid%20is%20a%20woman%2Dled%2C%20feminist%20organisation%20which,world%20in%20everything%20we%20do.)’ page on our website and let us know if you share our vision and values. |
| --- |
|  |
| **What strengths and skills do you have that would help you in your volunteering role?**  If you are applying for a specific role, please look at the role description and tell us about any relevant experience, strengths or skills that would make you a good candidate. If you’re not applying for an advertised role, please tell us what you think is relevant.  We recognise that not everyone has relevant employment or education experience, so please think about any personal experiences you can draw from; for example, are you a good listener, have you organised get togethers, do you speak more than one language… |
|  |
| **How much time would you like to offer to Cardiff Women’s Aid?**  If successful with your application, how much time would you consider ‘donating’ to Cardiff Women's Aid? How does this fit with the role you are applying for? |
|  |

## PART 3: VOLUNTEERING IN A VAWDASV CONTEXT

Due to the nature of the work that Cardiff Women’s Aid does, we ask that you read and consider the following:

| Cardiff Women’s Aid welcomes applications from those with lived experience. Equally, we recognise that individuals without lived experience can be just as compassionate and knowledgeable. Therefore, everyone is welcome to apply to volunteer with us.  In all circumstances, no matter the role, we ask that applicants take great care and time in considering if volunteering with us is right for them.  Volunteering can be an invaluable tool for personal development, and also for recovery. However, engaging with the trauma of others, even in a limited capacity, can affect people in different ways. We ask that all volunteers consider the risk of [vicarious trauma](https://www.bma.org.uk/advice-and-support/your-wellbeing/vicarious-trauma/vicarious-trauma-signs-and-strategies-for-coping)\*\*. For those with lived experience, we ask them to consider and reflect on their triggers and the potential for re-traumatisation.  We ask all applicants to consider if they would need additional support in order to volunteer with us. Cardiff Women’s Aid will actively support our volunteers to develop within their roles, i.e., by providing mentoring and training when applicable. However, we recognise that there are limitations to the support we can provide, especially in a volunteering context.  If you are invited to interview, we do not ask you to share any details of your personal experience. However, we do ask that you have considered the above points in advance and are prepared to discuss your concerns, if you have them. |
| --- |

## 

| **Please confirm if you have personally used any of our services:** | **Yes** | **No** |
| --- | --- | --- |
| Please note this information is kept strictly confidential between HR and senior management, and used only for the purposes of restricting any files to wider organisational personnel. |  |  |

## 

## 

## PART 4: REFERENCES

Please give the names of two people who would be willing to give you a reference. If you are employed currently or have been previously employed, please use your current or most recent employer as your first reference.

Otherwise, you can use someone as a reference as long as they are (1) not a family member, (2) have known you for more than 12 months, and (3) can tell us about you. For example, a college tutor, a support worker, a social worker, or many other possibilities.

If you are unsure about who to use as a reference, please contact the Volunteer Coordinator and we can discuss your options with you. Contact details are repeated at the end of this form.

We will contact your references only if you are successful in your application to volunteer.

| **Reference 1** | |
| --- | --- |
| Name: |  |
| Relationship to you:: |  |
| How long have they known you? |  |
| Position (if applicable): |  |
| Company (if applicable): |  |
| Address: |  |
| Email address: |  |
| Phone number: |  |
| May we contact them? |  |

| **Reference 2** | |
| --- | --- |
| Name: |  |
| Relationship to you: |  |
| How long have they known you? |  |
| Position (if applicable): |  |
| Company (if applicable): |  |
| Address: |  |
| Email address: |  |
| Phone number: |  |
| May we contact them? |  |

## PART 6: DBS CHECKS

All members of CWA, both paid and unpaid, are subject to a satisfactory DBS check (unless otherwise stated\*), which will be requested on acceptance of a conditional offer. Disclosure does not automatically mean you will not be accepted to work with us, and this information will be used to assess suitability only if relevant. Each role is subject to different requirements, and candidates are considered on merit and ability.

*\* In very specific and limited circumstances, there may be voluntary roles available that will not require a DBS check. This will be specified in the role description.*

**DECLARATION:**  I certify that the information contained within this form is true and accurate to the best of my knowledge. I understand that should this prove not to be the case, then it may put any offer of volunteering with CWA at risk.

| **Signature:** |  |
| --- | --- |
| **Date:** |  |

## 

## PART 7: RETURNING YOUR APPLICATION

Please also complete the Equal Opportunities Monitoring form below. The information you provide in the Equal Opportunities form will not affect your application, but is used to evaluate our recruitment processes.

Please email the completed forms to: [hr@cardiffwomensaid.org.uk](mailto:hr@cardiffwomensaid.org.uk) or place in an envelope marked ‘FAO: HR’ and drop/post to: Women’s Centre, Cardiff Women’s Aid, 50 Meteor Street, Cardiff CF24 0HE.

**WHAT HAPPENS NEXT?**

Thank you for submitting your application.

* We will now review your application. At present, we are only able to contact successful applicants.
* If successful, you will be invited in for an interview. Interviews are informal and friendly. They offer us a chance to get to know each other, find out a bit more about the sort of volunteering you are interested in, and answer any questions.
* We will let all applicants know if they were successful or unsuccessful at the interview stage. Success relies on mutual agreement that volunteering with us is right for you at this time. If we do not have an appropriate role for you at this time, we will ask if you want to be contacted again when additional roles come up.
* If successful, we can proceed with your application. We will request a DBS check (if applicable for the role) and contact your references.
* Once the DBS and references are returned to us successfully, you will be able to begin your volunteering journey. We will contact you to arrange your induction at a time that suits you.

**Please note:**

We will do our best to keep you updated throughout the recruitment process, and you can contact us at any time to check on the progress of your application.

However, DBS and reference checks can take a while to process. This is a very important part of the volunteer recruitment process and cannot be rushed. Therefore, we really appreciate your patience whilst this takes place.

\*\* If viewing this form offline and you would like some information about ‘Vicarious Trauma’, please contact us, and we can provide you with a paper copy of the information linked in this document.

**CARDIFF WOMEN’S AID**

# EQUAL OPPORTUNITIES MONITORING FORM

Cardiff Women’s Aid is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. This form will only be used to aid in monitoring our practice - it will not be used in the selection process or any other post. This section is removed by HR, before your application is sent to the Volunteer Coordinator. We appreciate your time taken to complete and return the form. We will maintain confidentiality regarding the contents.

| **How would you describe your ethnic group or background?** |
| --- |

| **Asian / Asian British** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Indian☐ | Pakistani☐ | | | Bangladeshi☐ | | | | Chinese☐ | Any other Asian background☐ | |
| **Black / African / Caribbean / Black British** | | | | | | | | | | |
| African☐ | | | Caribbean☐ | | | | Any other Black / African / Caribbean background☐ | | | |
| **Mixed / Multiple ethnic groups** | | | | | | | | | | |
| White and Black Caribbean☐ | | White and Black African☐ | | | | White and Asian☐ | | | | Any other Mixed/ Multiple ethnic background☐ |
| **Other ethnic group** | | | | | | | | | | |
| Arab☐ | | | | | | Any other ethnic group, please describe: | | | | |
| **White** | | | | | | | | | | |
| Welsh☐ / English ☐/ Scottish☐ / Northern Irish☐ / British☐ | | | | | Irish☐ | | Gypsy or Irish Traveller☐ | | | Any other White background☐ |
|  | | | | | | | | | | |
| Prefer not to say☐ | | | | | | | | | | |

| **Please indicate your age category:** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18-25☐ | 26-35☐ | | | | 36-45☐ | | | 46-55☐ | | 56 and over ☐ | | | Prefer not to say  ☐ |
| **Do you speak any of the following languages? Please indicate your first language and any others you speak.** | | | | | | | | | | | | | |
| English ☐ | | | Welsh ☐ | | | | | Other (please specify) | | | | Prefer not to say  ☐ | |
| **Do you have any form of disability which may affect the way you work?** | | | | | | | | | | | | | |
| The Equality Act 2010 defines a disabled person as a person with a disability. A person has a disability if they have a ‘physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. | | | | | | | | | | | | | |
| YES ☐  Please specify: | | | | | | | NO ☐ | | | | Prefer not to say ☐ | | |
| **How would you describe your sex/gender?** | | | | | | | | | | | | | |
| Female ☐ | | Male ☐ | | | | Prefer to use own term:    ……………………… | | | | | Prefer not to say ☐ | | |
| **Is your gender the same as the gender you were assigned at birth?** | | | | | | | | | | | | | |
| YES ☐ | | | | NO ☐ | | | | | Prefer not to say ☐ | | | | |

| **How would you describe your sexual orientation?** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lesbian/  gay woman ☐ | Gay man ☐ | | Bisexual ☐ | | | Heterosexual ☐ | | Prefer to use own term:       ……………………… | | | | Prefer not to say ☐ |
| **How would you describe your religion or belief?** | | | | | | | | | | | | |
| Buddhist ☐ | | Christian ☐ | | | Hindu ☐ | | Jewish ☐ | | | Muslim ☐ | | |
| Sikh ☐ | | | | Other - please specify:    ………………………… | | | No religion  ☐ | | | | Prefer not to say ☐ | |
| **Are you a sole carer for a child or relative?** | | | | | | | | | | | | |
| YES ☐ | | | | NO ☐ | | | | | Prefer not to say ☐ | | | |
| **Where did you see this job vacancy?** | | | | | | | | | | | | |
| Please specify: | | | | | | | | | | | | |