

Rubies Volunteer Application Form

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| **Name:** | | | **D.O.B:** |
| **Address:** | | | |
| **Telephone Number:** | | **Email:** | |
| **Current Occupation:**  Employed Full Time  Employed Part Time  Full Time Student  Part Time Student  Seeking work  Full time parent / carer  Retired  Other | | **Please give details:** | |
| **I am interested in volunteering in the following ways*:*** *(please tick)*  Helping to deliver courses & workshops in schools  Supporting with after-school girls groups  Supporting with events  Supporting with fundraising  Office & admin tasks  Other specific skills – please give details | | | |
| **Please state which days and timesyou are available:** | | | |
| **Why would you like to volunteer for Rubies?** | | | |
| **Please give details of any relevant skills, experience and qualifications you have:**  *(include work experience, volunteering, family roles, relevant skills)* | | | |
| **Please give details of two people who can provide a reference for you**  *(Preferably one current or most recent employment reference and one personal character reference)* | | | |
| **Reference 1:**  Name:  Relationship to you:  Email address:  Phone number: | **Reference 2:**  Name:  Relationship to you:  Email address:  Phone number: | | |
| **Anything else you’d like us to know?** | | | |
| **Signed:** | **Date:** | | |

*(Feel free to continue your answers on another sheet)*

Please return via email to admin@wearerubies.org

Or post to Rubies, 14 Middlesbrough Road, South Bank, Middlesbrough TS6 6NR

What happens next?

**Our volunteer recruitment process:**

1. Complete and return your volunteer application form, via email or post,
2. We will then ask you to attend an informal interview to discuss our volunteer opportunities and your availability, skills & interests. This is a chance for you to ask questions and for us to assess your suitability for the opportunities we have available.
3. References will then be taken up by Rubies.
4. Once we have received satisfactory references, we will ask you to apply for an Enhanced DBS Check online. Rubies will pay for this check and it usually takes 2-4 weeks to be returned. You will receive a paper copy of your DBS certificate, Rubies will receive online notification that it has been completed.
5. Once the DBS has cleared we will ask you to complete online safeguarding training & arrange for you to visit the office for an informal induction. You will be asked to sign a volunteering agreement.
6. Start volunteering !!
7. Attend further training and receive on-going support from Rubies – we want you to feel valued too.

Rubies is committed to ensuring that girls receive the highest quality support.

We therefore reserve the right to pause or stop this recruitment process at any stage - if this happens we will always talk to you about this decision.

Please feel free to contact us if you have any questions or need further information.





**Privacy Statement**

Rubies is committed to protecting personal data and respecting the rights of the staff, volunteers, children and families whose personal data we collect and use. We value the personal information entrusted to us and we aim to comply with all relevant laws by adopting good practice in order to protect this information.

We provide this statement in order to comply with the Data Protection Act (1998) and the General Data Protection Regulation (2018). For the purposes of the General Data Protection Regulation Rubies is the Data Controller.

**How we use your information:**

We respect your privacy and will treat all of the personal information we hold about you as private and confidential.

We collect, hold and process information about you to enable us to run the charity and manage our projects efficiently and effectively. Rubies has a ‘legitimate interest’ to store and use your data in this way.

Most of the information we hold will have been provided by you, for example in a consent form, email or other document you sign or give to us. Some information may be provided by external sources, such as from agencies who are working with you, for example schools.

Some information may also collected from external sources, such as references and Disclosure and Barring Service Checks for all trustees, staff and volunteers.

This information forms the basis of our confidential records, which we may hold in both electronic and securely-stored paper format.

We keep your personal information as secure as possible and we will not share your information with any other individuals, agencies or companies, except as required by law, for example in relation to safeguarding.

The length of time we will hold your personal information for depends upon the nature of the data. If you have given permission for us to keep you informed about future Rubies activities, we will retain your details for the sole purpose of notifying you of these activities and will not pass this information onto anyone else.

The staff, volunteers and trustees of Rubies will receive appropriate training to raise awareness of the importance of protecting personal information at all times.

**Your rights:**

You have a number of rights, including the right to see any information that we hold about you, to rectify any errors in the information we hold and to have your details removed from our records.

If you have a question about how we use your personal information, or have any concerns about how your information is being handled please contact Liz Edwards CEO at [info@wearerubies.org](mailto:info@wearerubies.org) or write to Rubies, 14 Middlesbrough Road, South Bank Middlesbrough TS6 6NR

You also have the right to complain to the Information Commissioner’s Office if you feel that we have not complied with the requirements of the General Data Protection Regulation

*Rubies is a UK Registered Charity No. 1177332*