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| **APPLICATION FORM FOR BIRMINGHAM LGBT VOLUNTEERS** |  |

**Please email completed application forms to** [**volunteer@blgbt.org**](mailto:volunteer@blgbt.org) **by Monday 15th September at 12pm.**

Alternatively, you may send written applications by mail to:

Fay Hawkins

Birmingham LGBT centre

38-40 Holloway Circus

Birmingham

United Kingdom

B1 1EQ

If you would like a printed copy of this form, you may request one in-person at Birmingham LGBT Centre during our [opening hours.](https://blgbt.org/contact-us/)

Birmingham LGBT strives to be a neuroinclusive and accessible organisation. If you need any support or reasonable adjustments in completing this application, please contact our volunteer coordinator on [volunteer@blgbt.org](mailto:volunteer@blgbt.org) or call 0121 643 0821.

Please note that successful applicants will be offered a place at our training day *on a first come first served basis*. All applicants must be able to attend volunteer training on:

**Saturday 4th October 12.30pm-6.30pm (in-person)**

**Tuesday 7th October 6pm-8.30pm (online)**

**Monday 13th October 6pm-8.30pm (online)**

If you would like to apply for more than one role, **you only need to fill out one application form**. Please include skills and experiences you could bring to each role you have applied for in the ‘further information’ section.

**Which role(s) are you apply for?** For more information about the different roles available, please see the Volunteer Information Pack 2025.

Outreach Volunteer

Community Group Volunteer

Meet and Greet Volunteer

Social media volunteer

## **Personal Details**

Name:

Pronouns:

Address:

Email:

Date of birth:

Telephone number:

Are you able to commit to volunteering for at least one year?

Are you able to travel easily to Birmingham LGBT centre?

Do you have verbal fluency in English?

Have you accessed a 1:1 Wellbeing, Counselling or Substance Support service at Birmingham LGBT within the last 9 months?

Are you fluent in any languages other than English? (Please list below)

Where did you hear about volunteering?

What is your current or most recent job or volunteering role?

Key duties/responsibilities:

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Please list any previous jobs and volunteering roles:

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| **Employer/ organisation** | **Post and brief description** | **Dates** |
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## **Further Information**

1. Please tell us why you want to volunteer for Birmingham LGBT
2. Please tell us what you think you could bring to the role you have applied for.

Depending on the role(s) applied for, this may include skills and experience you have gained from your personal or professional life in customer service, supporting others, LGBT issues, substance support, sexual health or community engagement. Please also include any transferable skills.

1. What challenges and struggles do LGBT people face?
2. How might you encourage a member of the public to engage with Birmingham LGBT’s services?

## **Commitment**

**What is your availability?**

Tick the times you are available (If completing digitally: double click on boxes and click ‘checked’)

Monday Morning  Afternoon  Evening

Tuesday Morning  Afternoon  Evening

Wednesday Morning  Afternoon  Evening

Thursday Morning  Afternoon  Evening

Friday Morning  Afternoon  Evening

Saturday Morning  Afternoon  Evening

Sunday Morning  Afternoon  Evening

**Can you make a commitment to all the following?**

* Attend all three training sessions (Saturday 4th October 12.30pm-6.30pm in-person, Tuesday 7th October 6pm-8.30pm online, Monday 13th October 6pm-8.30pm online)
* Make the time commitment appropriate for your role:
* Meet and Greet: At least once every 2 weeks
* Outreach Volunteer: At least once every 3 weeks
* Community Group Volunteer: Once a week/ once every 6 weeks
* Social media volunteers: At least 4 hours a month
* Attend occasional ongoing training after joining the organisation

**DBS (Disclosure and Barring Service) checks**

**Birmingham LGBT is committed to safeguarding both volunteers and client groups. Therefore, an offer of volunteering will be subject to a satisfactory DBS check. If you have any queries or questions about the DBS check before filling in the Volunteer Application Form, please contact the Volunteer Coordinator.**

Do you hold current DBS certification and on the update service?

YES / NO

If Yes, you will asked to provide your DBS certificate number as part of the volunteer onboarding process.

Do you have any criminal convictions?

YES / NO

**Please note, Birmingham LGBT will not decide if you are successful based on the answer to this question. You do not need to share the nature of any offence at the time of submitting your application form. If something does appear on your DBS disclosure, we will make an informed decision on your suitability for the role. A criminal conviction or official police caution, depending on the nature of the offence, does not necessarily prevent you from volunteering at the Birmingham LGBT Centre.**

**GDPR**

By completing this registration form you consent to us electronically storing the given personal data. If your application is not successful, this form will be destroyed within 1 year of receipt. We will not share this information with any third parties. If your application is successful this information will form part of the data about you that we will keep for as long as you are a volunteer, plus 6 years from the date that you cease to be a volunteer. All electronic information stored securely on our server. We do not keep paper records.

## References

Please give us the name of 2 people who will give you a reference if you are offered a volunteer position. You can give the names of people who know you well enough to comment on your suitability for this type of work. At least one of the referees should know you in relation to a work role, either paid or unpaid.

Email address preferred, otherwise give a full postal address.

1.

Name:

Email address:

Telephone number:

Relationship to you:

2.

Name:

Email address:

Telephone number:

Relationship to you:

## **DECLARATION**

## I believe that all the information I have given to you is correct.

## I give permission for Birmingham LGBT to contact my references if I was to be successful.

I know that this role is subject to a DBS check.

## I understand that success in this role does not imply any kind of employment contact.

## I understand that in no way I shall be considered an employee of Birmingham LGBT.

## I understand that after the interview stage, I may be offered a role different to that I applied for, if staff believe I am more suited to it.

Full Name and Signature:

Date: