# The Pankhurst Trust (Incorporating Manchester Women’s Aid)

The Pankhurst Centre encompasses a small museum and heritage centre at No. 62 Nelson Street and a women’s community centre that provides support, activities and events run by women, for women, at No. 60 Nelson Street.

All information given on this form is for the purpose of providing an appropriate, quality volunteering programme. Your personal details will not be shared outside of our organisation without your consent. Further details of our Privacy Notice are available on the website [www.pankhursttrust.org](http://www.pankhursttrust.org)

# Process and Timeline

**We are really grateful for all offers of volunteer help, however the Coordinator role is part-time so it can take around 6-8 weeks for a response to a request for induction depending on the activity in the Centre. Inductions take about an hour.**

1. Take a look at the roles on the website <https://pankhursttrust.org/get-involved/volunteer>
2. Complete and return this form to [admin@pankhursttrust.org](mailto:admin@pankhursttrust.org)
3. Book a taster session through the [volunteer page](https://pankhursttrust.org/get-involved/volunteer). These fall on the days you would be volunteering
4. If the role does not have a taster you will be contacted for a meeting with the Volunteer Coordinator or called.
5. After the taster the Volunteer Coordinator will discuss the roles with you and when you may be able to start. We aim to do this within 4 weeks.

## PERSONAL DETAILS

|  |
| --- |
| **First Name(s) Known as:** |
| **Surname:** |
| **Previous Surname (if applicable)** |
| **Have you ever been known by any other name?** please circle **Yes No** |
| **If yes please give details:** |
| **Address: Postcode:** |
| **Telephone / Mobile No:** |
| **Email:** |
| **Disability and Reasonable Adjustments (This Information is Confidential)** **:** Please give any details |

## ABOUT YOU

|  |
| --- |
| **What interests you about volunteering with us? (this can be about anything you like!)** |

|  |
| --- |
| **What languages do you speak and at what level?** (we are currently particularly looking for Urdu, Arabic and Polish speakers) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you Drive?** | **Yes** |  | **No** |  |
| **Are you currently, or have you previously accessed any Domestic abuse support Services?** | **Yes** |  | **No** |  |
| **If Yes – was this through Manchester Womens Aid?** | **Yes** |  | **No** |  |

**Roles :** Role descriptions can be found and taster sessions can be booked online here:

<https://pankhursttrust.org/get-involved/volunteer>

|  |  |  |
| --- | --- | --- |
| **I am Interested in…(please tick all that apply)** | | **Booked a taster session (Y/N)** |
| Admin Volunteer - on and off site |  |  |
| Drop-In Volunteer |  |  |
| Garden Volunteer |  |  |
| Heritage Volunteer - Museum Volunteer |  |  |
| Heritage Volunteer - Talks to Groups |  |  |
| Heritage Volunteer - Events / Exhibitions |  |  |
| Other (please specify |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Would you be interested in speaking to groups** | **Yes** |  | **No** |  |

**Availability and How often:** Weekly, Fortnightly, Monthly, Events / Evenings, Term time, Holiday time

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| AM: 09.30 -1.15 |  |  |  |  |  |  |  |
| PM: 1.00 – 16.30 |  |  |  |  |  |  |  |
| EVE : 16:00-21:00 |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Would you be able to do tasks from home / remotely?** | **Yes** |  | **No** |  |

## DISCLOSURE OF CRIMINAL RECORDS & POLICE CLEARANCE

A criminal record will not necessarily exclude you from employment .The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying. You are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974.

However, if you are applying for work which involves substantial opportunity for access to children or vulnerable adults, you are required to give details of criminal convictions, cautions, reprimands or final warnings even if they are regarded as ‘spent’. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk .Should you identify that you have a criminal record this will be discussed in confidence at interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence which is not ‘protected’? | **Yes** |  | **No** |  |

If Yes, please ask for disclosure form.

## REFERENCES :

Please give details of two referees who are not related to you, from whom references about your suitability for the role can be obtained. **If presently employed, one must be your current employer.** Please provide the appropriate company contact details, we would normally contact the Human Resources Department for a reference. **If unemployed, one must be your most recent employer**. In the absence of previous employment experience a character reference from your head teacher / tutor or related to relevant voluntary work is acceptable.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Referee Name |  |  |
| Telephone / Mobile No: |  |  |
| Email Address: |  |  |
| How long has the referee known you? |  |  |
| In what capacity?  Employer / Colleague / Personal |  |  |

|  |  |
| --- | --- |
| Signed by (please print name) |  |
| **Date of application** |  |