***Strictly confidential***

You may print this application form and post the completed (hand written or typed) form to:

 LGBTQ Switchboard
 Community Base

 113 Queens Road

 Brighton
 BN1 3XG

Alternatively, you can email the form to volunteering@switchboard.org.uk.

**IT requirement**

All volunteers are required to have basic computer skills, including being able to communicate via e-mail and perform internet searches to locate resources for helpline callers and email enquirers.

If you do not have a personal e-mail account we can assist you in setting up a free email address using Switchboard’s computers, which you can use at any time to check your email.

|  |
| --- |
| **Name** |
| **Preferred pronoun** *(he/she/they etc)* |
| **Email address** | **Address** |
| **Phone number(s)****Home:****Mobile:** |

**Please tick which volunteer opportunities you would like to apply for:**

**Feel free to tick more than one.**

* LGBTQ Helpline Listening Volunteer
* Trans Survivors Switchboard Listening Volunteer (trans and/or non-binary volunteers only)
* Administrative Volunteer

**Why Switchboard?**

Please describe what you hope to achieve by being a volunteer with Switchboard.

**Your skills and experience**

Please describe any relevant skills, experiences, knowledge and personal qualities you have that would enable you to fulfil the role of Switchboard volunteer.

Please specifically evidence your knowledge and experience of the LGBT community and the issues that affect LGBT people. This is important for us to assess your suitability for this role that involves responding to a wide range of LGBT people.

**Are you interested in volunteering your time to assist with any other aspects of Switchboard’s work, for example, fundraising, marketing, IT, or any other area of work?** Please give details of what you would be willing to help with, and what skills and abilities you have in those areas.

**Please give details of any criminal convictions including spent convictions.** If you are offered the opportunity to be a Listening Volunteer (on the Helpline or the Trans Survivors Switchboard) you will be subject to an enhanced DBS check.

**References**

Please provide the details of two referees who are able to comment on your suitability for the role of volunteer help-line operator. At least one of these referees must be somebody who knows you professionally, as opposed to personally.

|  |
| --- |
| **Name** |
| **Relationship to you, how long they have known you** |
| **Email address** | **Address** |
| **Home number:****Mobile number:** |

|  |
| --- |
| **Name** |
| **Relationship to you, how long they have known you** |
| **Email address** | **Address** |
| **Home number:****Mobile number:** |

**To assist us in evaluating our marketing activity, please tell us where you heard about Switchboard?**

**Thank you for completing this application form, which will be reviewed by Switchboard’s Volunteer Coordinator.** Suitable candidates will be invited to meet to discuss the role applied for.

If you have any questions in the meantime please contact volunteering@switchboard.org.uk.

*I consent to my details being held on LGBTQ Switchboard’s records of potential new volunteers and trainees.*

### **SIGNATURE DATE**

### **MONITORING FORM**

Please complete this form by answering the questions below. This information will assist us in monitoring service users in a confidential manner. This will enable us to gather useful information, target our services effectively, and meet the needs of our service users.

**Date:**

**1) What is your gender?**

|  |  |  |
| --- | --- | --- |
| * Male
 | * Female
 | * Genderqueer
 |
| * Non- Binary
 | * Other
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2) Do you identify with the gender you were assigned at birth?**

|  |  |  |
| --- | --- | --- |
| * Yes
 | * No
 | * Not all the time
 |

**3) What is your ethnic group?**

|  |  |
| --- | --- |
| * White British
 | * Asian or British Asian - Chinese
 |
| * White Irish
 | * Asian or British Asian - Other \_\_\_\_\_\_\_\_\_
 |
| * White Traveller of Irish Heritage
 | * Black or Black British - Caribbean
 |
| * White - Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Black or Black British - African
 |
| * Asian or British Asian - Indian
 | * Black or Black British - Other
 |
| * Asian or British Asian - Bangladeshi
 | * Mixed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| * Asian or British Asian - Pakistani
 | * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**4) What is your sexual identity?**

|  |  |  |
| --- | --- | --- |
| * Lesbian
 | * Bisexual
 | * Queer
 |
| * Gay
 | * Heterosexual
 | * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**5) What is your age?**

**6) Do you consider yourself to have a disability?**

|  |  |  |
| --- | --- | --- |
| * Yes *(Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
 | * No
 |  |

The current definition of disability under the disability discrimination act is: ‘A person has a disability for the purpose of this act if he has a physical or mental impairment which has a substantial and long term adverse effect on his ability to carry out normal day to day activities.’

**Thank you very much for completing this form!**