

Smart Works Volunteer Application Form

Thank you for your interest in volunteering with Smart Works. Smart Works is powered by a community of skilled volunteers who use their time, talents and kindness to help our clients. We couldn't do what we do without our volunteers and we are delighted you would like to join the team.

The next step is to complete this form and email it to the Smart Works centre you would like to volunteer with. Please answer all the questions before submitting your application.

About you

Name	
Phone number	
Address	
Email address	
Emergency Contact/Relationship to you:	

Which centre would you like to volunteer with:

- London (please indicate which centre is your preference: South/West/North)
- Birmingham
- Edinburgh
- Glasgow
- Leeds
- Newcastle
- Greater Manchester (Stockport)
- Manchester
- Reading

Volunteering Availability:

- Weekday (if you have a strong preference of day, please share it here: _____)
- Saturday (please note at the moment Saturday slots are only available in our London centres)

We ask our volunteers to commit to at least one full day (typically 10am-5pm) a month. Is this something you would be able to commit to at this time?

- Yes No

Please use the space below to tell us a little more about your availability to volunteer (ie. Frequency, flexibility, which weekdays, whether you have last minute availability)

Please indicate below which type of volunteer role you are interested in:

Dressing/styling volunteer: Working one-to-one with clients, helping them to find a suitable outfit to wear to their job interview. You will also help to sort donations and prepare pieces for the wardrobe

Wardrobe volunteer: Sorting donations, selecting appropriate pieces for our wardrobe, hanging clothes, steaming and ironing

Coaching volunteer: Helping clients to identify next steps on their employment journey and prepare for upcoming interviews (background in HR, recruitment or senior management required)

Administrative volunteer: Working closely with the staff team, ensuring our centres run smoothly, clients are welcomed and our records are well maintained

Other: occasionally we have opportunities other skill-based volunteering (eg. Event planning, communications support). If this would be of interest, please provide details below.

Please tell us how you heard about Smart Works and why you are interested in volunteering with us:

Please tell us why you think you are a good fit for the volunteer role you are applying for – we want to hear what you feel you would bring to the role:

Have you had any volunteering experience, or other experience that is relevant to your chosen volunteering role? Please tell us about this.

We are very proud that last year our job success rate was 69%. From what you have read about our service, what do you think makes it so effective?

If you could give one piece of advice to a woman who is about to go to a job interview, what would it be?

CV (if available) Attach your CV to your email with the application

If you don't have a recent CV, please give us a brief description of current or most recent employment including roles and responsibilities, including voluntary work:

References

Please give name and contact details of two references who are not related to you:

Referee 1

Name	
Email	
Phone	
Mobile	
How do you know them?	

Referee 2

Name	
Email	
Phone	
Mobile	
How do you know them?	

Joining our community

As a charity, we rely on our incredible Smart Works supporter community, to help deliver our life-changing service to women across the UK. Some of our volunteer roles currently have a waiting list, so please let us know if you would be interested in learning about any of the initiatives below:

- Cycle for Smart Works, our annual cycling challenge that takes place in March
- Fundraise for Smart Works, our bespoke pack with corporate and individual fundraising ideas
- Join our mailing list to stay up to date with our news and events, including our regular sales

I consent to Smart Works* storing the data provided on this form for two years. During this time I consent to Smart Works contacting me about volunteering and other areas I have expressed interest in above. I also understand that if I become a volunteer my data will be stored until I stop volunteering for Smart Works. The data will be processed in line with our [Privacy Policy](#) (available on website). Once you have given consent, you may withdraw it at any time by contacting info@smartworks.org.uk.

Name: _____

Signature: _____

Date: ___ / ___ / _____

*Smart Works relates to Smart Works Charity and each of our regional centres

Please note, successful applicants will be invited to an interview to discuss volunteering, before completing training. A basic DBS check will also be completed.

Equalities Monitoring Form (optional)

We ask that applicants complete the below and share it alongside their volunteer application form. Any information given will be held in strict confidence, will not affect your application and will be processed in line with the data protection policy of Smart Works.

We are an equal opportunity employer. The aim of this form is to ensure that no applicant receives less favourable treatment because of age, disability, ethnicity, gender, religion or sexuality and analyse Smart Works' reach across a number of demographics.

1. Age category

- 18 – 25
- 26 – 34
- 35 – 44
- 45 – 54
- 55+
- Prefer not to say

2. Disability

- Do you consider that you have a physical disability? Yes No Prefer not to say
 Do you consider that you have a non-visible disability? Yes No Prefer not to say

If 'Yes', please state the nature of the disability. Would you need any adjustments to be made to carry out this role?

Do you need any special assistance in attending interview? If so, please give details:

3. Ethnic Origin

White

- British
- Irish
- Any Other White Background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any Other Mixed Background

Black or Black British

- Black Caribbean
- Black African
- Any Other Black Background

Asian or Asian British

- Indian
- Chinese
- Pakistani
- Bangladeshi
- Any Other Asian Background

Other ethnic group

- Arab
- Other ethnic group

- Prefer not to answer

4. Gender

- Male
- Female
- Non-Binary
- Prefer not to say

If you describe your gender with another term, please provide this here:

5. Religion / Faith

- | | |
|--|--|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Other religion /
faith | <input type="checkbox"/> Non-Religious |
| | <input type="checkbox"/> Prefer not to say |

6. Sexual Orientation

- | | |
|--|--|
| <input type="checkbox"/> Heterosexual/straight | <input type="checkbox"/> Bi/bisexual |
| <input type="checkbox"/> Gay/Lesbian | <input type="checkbox"/> Prefer not to say |

If you prefer to use another term, please provide this here

Smart Works will use this information to review compliance with its policies on equal opportunity. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we will process your data, please see our privacy notice, which can be [found here](#).

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting info@smartworks.org.uk.

Signature:

Date: