

Introduction and Objectives

Community Volunteers role within Cumbria Fire and Rescue Service is to ensure Cumbria is a safe place in which to live, work and travel.

The objectives are to:

- Provide a friendly and accessible focal point of contact between the local community and Cumbria Fire and Rescue Service
- Help raise fire and safety awareness within all sections of the community
- Promote diversity within Cumbria Fire and Rescue Service
- Promote community cohesion and well being

Vision

Our vision is underpinned by the following organisational values :-

- Service
- Improvement
- Respect
- People

Volunteers will be expected to:

- Consider the detail of the voluntary activity to be undertaken and their ability to manage their role and their time before committing themselves to projects.
- Discuss and agree any support necessary with their Volunteer Project Officer to maximise positive benefits to the organisation and the community.
- Ensure that their role as a volunteer is compatible with their professional role, if they have one.
- Observe the relevant requirements of the Services Code of Conduct.

Relevant policies are:

- Health & Safety policy
- Valuing Diversity
- Code of Conduct
- Child Protection Policy
- Vulnerable Adults Policy

Volunteer Roles

When you join Cumbria Fire & Rescue Service as a Community Volunteer you will receive a basic outline of your role.

Induction and Training

You will receive an induction into the volunteer programme and relevant training. Further training opportunities will be offered as needed. A uniform and ID will also be provided.

Support

A Volunteer Liaison Officer will be your main point of contact. They will guide you on your tasks and give feedback on your activities. They will also be available to discuss any problems or issues that you may have.

Expenses

You will be entitled to claim out of pocket expenses for travel and other costs incurred whilst carrying out your role.

Insurance

All volunteers are covered by Cumbria Fire & Rescue Service's insurance policy* whilst they are on any Fire Service property or engaged in any task on behalf of Cumbria Fire & Rescue Service. To ensure that you have adequate insurance cover, it is important that you follow the guidelines of your role. It must be stressed that the insurance policy will only cover an individual if they adhere to their role and responsibilities.

Health & Safety

Cumbria Fire and Rescue Service Health and Safety Policy* will cover volunteers. Further information on policies and procedures are available in the Cumbria Fire and Rescue Service policy document.

The Application Process

If you are interested in joining Cumbria Fire and Rescue Service – Community Volunteers:

- Please complete and return the application form
- You will be invited for a short interview / chat
- References will be requested
- A (CRB) Criminal Records Bureau check will be undertaken

If your application is successful you will be offered induction and training
On completion of your training you will be formally accepted as a member of Cumbria Fire and Rescue Service – Community Volunteers.

COMMUNITY VOLUNTEER APPLICATION FORM

You should complete this form as fully and accurately as possible. Care in completing the form will help us to give your application the consideration it deserves. The details will be treated in strictest confidence.

You should:

- write clearly in black / blue ink or complete online
- remember to sign the declaration (Section 7)
- use the continuation sheet (Section 8) if you need more space for any answer

Data Protection Act 1998

Please note that the information supplied on this form may be held on computer and that the enquiries made in processing your application may include reference to personal data held on police computers.

Completed Application forms should be returned to:

**Cumbria Fire & Rescue Service
Community Volunteers
Station Road
COCKERMOUTH
Cumbria
CA13 9PR**

Please mark your envelope '**Confidential**'

If you require further information, please do not hesitate to contact the Project Officer - Volunteers on 01900 820 247.

1 Volunteer Details

Surname	Previous surname(s)	
Full forenames	Title e.g. Mr/Mrs/Miss/Ms	
Address	Email Address	
Postcode		
Tel No. (Home)	Mobile	
Work (if convenient)		
Age	Date of Birth	Place of Birth
Nationality		
(If a commonwealth citizen or a foreign national, is your stay in the UK free of any restrictions?)		
Please give details of your present situation?		
Student	Unemployed	Employed
	Retired	Other, please specify
If Student or Employed, please give details?		
How did you hear about Cumbria Fire & Rescue Service Community Volunteers?		
e.g. Leaflet	Word of mouth	Newspaper
	Website	Firefighter
		Other
Please specify details?		

2 Convictions and Cautions

Have you been found guilty of an offence by any court? *YES / NO

Are there any outstanding summonses or charges against you? *YES / NO

*If YES please supply details in Section 8:

Please note that having a criminal record will not necessarily exclude you from being considered for voluntary work. Failure to disclose a criminal record which later becomes known will, however, lead to instant dismissal from a volunteering role. Due to the nature of the work, some roles are exempt under the Rehabilitation of Offenders Act 1974 and you are required to declare all criminal convictions including those which are spent.

3 Health & Welfare

Do you have any disability / illness which may restrict your activities or have any special requirements that need to be taken into account?

The Fire and Rescue Service welcomes people with disabilities, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the role or assist with your application.

4 Driving

Have you a car you would be prepared to use for your voluntary activities? YES / NO
 If YES please complete the following:

Do you have a full driving licence? YES / NO
 Do you have any current driving endorsements? YES / NO
 If YES please give details

5 Role Expectations and Skills

Please tick the 3 most relevant boxes below as to why you would like to be a Fire and Rescue Service Community Volunteer and what you hope to achieve?

Work Experience	
Relevant training experience	
Try something new	
Addition to CV	
Meet different people	
Help others	
Get involved in the community	
Other (please specify):	

Why are you interested in becoming a volunteer for Cumbria Fire & Rescue Community Volunteers and what would you like to gain from your volunteering experience? (Use continuation sheet - section 8 if required)

What skills and experiences (paid or voluntary) do you have that may help you in your role? E.g. good communicator, IT skills. (Use continuation sheet - section 8 if required)

6 References

Please give the name of two people who could give you a character reference. One should be your current or most recent employer or college tutor / teacher. The other could be someone who has known you for more than 2 years, who is not a family member, e.g. close family friend. Community leader etc

Name	Name
Address	Address
Tel:	Tel:
Email:	Email:
Relationship to you	Relationship to you
How long have you known this person?	How long have you known this person?

7 Declaration

PLEASE ENSURE THAT YOU SIGN THIS DECLARATION BEFORE SUBMITTING THIS FORM

I declare that the information given on this application form is to my knowledge true and I authorise Cumbria Fire and Rescue Service to undertake Criminal Record Checks.

Date	Signature of applicant
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If you are under 18 years of age, we will also need your parent's or carer's signature.

Date	Signature of parent / carer
	Please print name
	Relationship to Applicant

8 Continuation Sheet

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide a continuation of information from the previous page.

9

Equal Opportunities

The Fire & Rescue Service is an equal opportunities employer and is determined to ensure that:

- **The workforce reflects the diverse society, which it serves, and that the working environment is free of any form of harassment, intimidation, bullying or victimisation.**
- **No job applicant, employee or volunteer is treated more or less favourably on the grounds of gender, sexual orientation, age, marital status, race, colour, nationality, ethnic or national origins, creed, religion or disability.**
- **No job applicant, employee or volunteer is disadvantaged by conditions or requirements, which cannot be justified by the requirements of the job.**

The information on this form is for monitoring purposes only. The information supplied will be treated in the strictest confidence and will not affect your application in any way. Completion of this section of the application form is voluntary, but the information given will help us ensure equality of opportunity.

This information forms no part of the recruitment process.

Ethnic Origin		Age	16-30	<input type="checkbox"/>	31-50	<input type="checkbox"/>	Over 50	<input type="checkbox"/>
a) White		Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	British	Disability	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Irish	Sexual Orientation			Bisexual	<input type="checkbox"/>		
<input type="checkbox"/>	Any other White background				Gay / Lesbian	<input type="checkbox"/>		
b) Mixed					Heterosexual	<input type="checkbox"/>		
<input type="checkbox"/>	White and Black Caribbean				Prefer not to say	<input type="checkbox"/>		
<input type="checkbox"/>	White and Black African	Religious belief/faith			Buddhist	<input type="checkbox"/>		
<input type="checkbox"/>	White and Asian				Christian	<input type="checkbox"/>		
<input type="checkbox"/>	Any other mixed background				Hindu	<input type="checkbox"/>		
c) Asian or Asian British					Jewish	<input type="checkbox"/>		
<input type="checkbox"/>	Indian				Muslim	<input type="checkbox"/>		
<input type="checkbox"/>	Pakistani				Sikh	<input type="checkbox"/>		
<input type="checkbox"/>	Bangladeshi				None	<input type="checkbox"/>		
<input type="checkbox"/>	Any other Asian background				Other (please state)	<input type="checkbox"/>		
d) Chinese or other ethnic group					Prefer not to say	<input type="checkbox"/>		
<input type="checkbox"/>	Chinese							
<input type="checkbox"/>	Any other (please specify) _____							