

Youth Volunteering Programme

**SUMMER  
PLACEMENT**

Application Pack



## Top Tips for a successful application

- 01 Be clear**  
We want to know why you want to volunteer and why you think you'll be good at it.
- 02 Keep it simple**  
Keep your answer short and simple, we don't want you to have to write an essay!
- 03 Double check**  
There's a lot of boxes to fill in, double check to make sure you've not missed one.
- 04 Be on time**  
We won't accept any applications past the deadline, so be sure to get it in on time.
- 05 Be honest**  
If you need extra assistance, we are here to help. However, we only know this if you are honest on your form.
- 06 Is it right for you?**  
Make sure you fit the criteria for the programme, we've listed it below for you to look at.

## Criteria

**16 - 25  
year olds**

**Free for  
selection event  
and training**

**Interested in  
the NHS**

**Free during  
the  
summer  
holidays**

## Frequently Asked Questions

### When is the placement?

The placement will run for all of July and the first half of August. You will be expected to come in 2 afternoons a week which will be set nearer summer,

### What if I'm on holiday?

If you are on holiday for a week or 2, then we can try to accommodate you on the placement, ideally we need you to be available for 2 afternoons a week for the whole of the holidays,

### What about travel costs?

We will pay your travel costs, e.g. buses to and from the hospitals.

### What Hospital will i be at?

We have groups running in the Royal Infirmary Edinburgh, St John's and East Lothian Community Hospital

### Isn't volunteering just free work?

We have a very strict rule, that we can't replace a paid staff with a volunteer. Therefore everything you do will enhance the service patients already get. Whilst we don't pay you in money, we give you amazing experience for a CV, offer accreditation, through Saltire or Duke of Edinburgh, and we've teamed up with Young Scot to offer generous rewards points for volunteering

### What will i be doing?

You will rotate through 3 different roles, one will be with patients, and the other 2 could be things like guiding, in the labs, in the gardens, it depends on what site you choose. Giving you 6 weeks of experience for your CV or Uni/College applications.

### Will I get a job at the end?

You are not guaranteed a job at the end of summer, however you will be welcome to apply for an NHS Apprenticeship, which once you have 6 weeks NHS experience on will be great for your application! We will support you in your next steps.

### When are the selection events and training?

**Selection events** 25/03: 5-8pm, 29/03: 11 - 2pm, 30/03: 5-8pm, 04/04: 1-4pm  
**Training** Option 1: Every Thursday in May 5 - 7 pm Option 2: Sat 16 and 30 May 1- 5 pm

**RETURN YOUR PACK BY  
MONDAY 2ND MARCH 12PM  
KIRSTEN.LAW@NHSLOTHIAN.SCOT.NHS.UK**

# Youth Volunteer Programme



## Application Form

### Fair Treatment Statement

No applicant will be unfairly discriminated against on account of their age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, and sexual orientation and/or Trade Union membership/stewardship.

### Young Person Details

First Name	Click or tap here to enter text.	Address Include Post Code	Click or tap here to enter text.
Surname	Click or tap here to enter text.		
Home Tel No	Click or tap here to enter text.	E-mail	Click or tap here to enter text.
Mobile Tel No	Click or tap here to enter text.	Date of Birth	Click or tap here to enter text.

### Emergency Contact Details

Name	Click or tap here to enter text.	Relationship	Click or tap here to enter text.
Home Tel No	Click or tap here to enter text.	Work Tel No	Click or tap here to enter text.
Mobile Tel No	Click or tap here to enter text.		

### Medical Information

Please give details of any medical conditions that we may need to be aware of in order to ensure your safety while undertaking the volunteering role	Click or tap here to enter text.
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### Why do you want to volunteer? (Keep answer to within this box)

Click or tap here to enter text.

### Please detail below any special or additional needs required to help you to volunteer.

Click or tap here to enter text.

### How did you hear about this opportunity? (e.g. through school, clubs, support worker, MA Apprenticeships, Job Centre, Skills Development Scotland)

Click or tap here to enter text.

## References

Please supply details of two (2) referees who have known you for over one (1) year, suitable referees would include: teachers, employers, ministers of religion, youth workers, neighbours, support workers and should be able to comment on your background and suitability for the post. **You should NOT use family members.**

Our screening also includes: Occupational Health

Referee (1)		Referee (2)	
<b>Name:</b>	Click or tap here to enter text.	<b>Name:</b>	Click or tap here to enter text.
<b>Relation to applicant:</b>	Click or tap here to enter text.	<b>Relation to applicant:</b>	Click or tap here to enter text.
<b>Address:</b>	Click or tap here to enter text.	<b>Address:</b>	Click or tap here to enter text.
	Click or tap here to enter text.		Click or tap here to enter text.
	Click or tap here to enter text.		Click or tap here to enter text.
<b>City:</b>	Click or tap here to enter text.	<b>City:</b>	Click or tap here to enter text.
<b>Postcode:</b>	Click or tap here to enter text.	<b>Postcode:</b>	Click or tap here to enter text.
<b>Telephone:</b>	Click or tap here to enter text.	<b>Telephone:</b>	Click or tap here to enter text.
<b>Email:</b>	Click or tap here to enter text.	<b>Email:</b>	Click or tap here to enter text.

## Disability (Place an X in the appropriate box)

The Disability Discrimination Act 1995 and Amended Regulations 2005 defines disability as follows: “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHS Scotland is “Positive about disabled people”, and as such we provide job opportunities for disabled people.

NHS Scotland operates an Interview Guarantee scheme, which means that if you have a disability, and meet the minimum criteria outlined within the role description, you will be guaranteed a volunteer interview. However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate.

**Do you want to participate in the Guarantee Scheme? Yes  No**

## The Rehabilitation of Offenders Act 1974

Provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as “spent” after the lapse of a period of years under the terms of the Act.

NHS Scotland is exempt from the Rehabilitation Of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003. This means that you must tell us about any previous convictions either classed as ‘spent’ or ‘unspent’.

Having a criminal record will not necessarily debar you from volunteering with NHS Lothian. This will depend on the nature of the position, together with the circumstances and background of your offences. If you are offered a volunteering position, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. **Information will be verified by Disclosure Scotland.**

### Convictions (Tick in the appropriate box)

I declare that I have: (a) No Convictions

(b) Previous Convictions – Details of which I give below

Date	Offence	Sentence
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## Data Protection Act 2018

In processing any personal information or data we hold about you we will comply with the requirements of Data Protection Legislation. In particular all reasonable steps will be taken to ensure data is processed fairly, kept secure, protected against loss or damage & only disclosed (unless required by law or legal process) on a need to know basis. Under the Legislation you are entitled to ask us to provide copies of certain data we hold about you.

### Declaration

I have completed this application form and the details I have supplied are, to the best of my knowledge, true and complete;

I understand that if appointed to this post the information on this form will be kept as part of my personal file record;

I authorise NHS Lothian to obtain references in support this application.

I understand that NHS Lothian require the details included in this form which will only be used for specific and lawful purposes as stated in Data Protection Legislation. This information will be held in accordance with the board’s policies regarding confidentiality and data security.

I declare that I have no previous convictions, or have identified any I have above.

**Read, agreed and understood (check box)**

**Signature:**

Click or tap here to enter text.

**Date:**

Click or tap here to enter text.

# Guidance on completing the Health Status Self-Declaration form

## Why is self declaration important?

The purpose of the self-declaration form is to ensure that NHS Lothian fulfils its obligation to protect the health and safety of its patients, visitors, staff and volunteers.

The information you provide on the self declaration form will enable NHS Lothian to make decisions about any risks for patients and for volunteers. Any information you provide on the form will be treated in the strictest confidence and will not be shared outside the Volunteer Service without your consent.

## Next steps

- When the self-declaration form is returned it will be reviewed by the Volunteer Services Managers Team who will decide if you are able to progress to the next stage of the application process straight away or if we require more information or if some additional steps need to be taken to ensure everyone's safety.
- If you have any conditions listed under 'issues of concern' you will need to discuss this with the Occupation Health Service, whose knowledge of the work environment will ensure that the potential for additional support or adjustments is not overlooked. If this is the case the Volunteer Service Manager will provide you with a link to allow you to complete an electronic pre-placement questionnaire. You may be contacted by Occupational Health to discuss your concerns over the phone or asked to attend an appointment with a nurse or doctor.
- Following an Occupational Health appointment the Volunteer Service Manager will receive information to confirm your fitness and any requirement for adjustments or support you may require when we are looking at appropriate placements.

NB: Please note it is exceptionally rare that we are unable to find a suitable placement due to your health. However, it is on some occasions not possible.

## Vaccinations

It is important that you have immunity to various infectious diseases, such as Measles, Mumps, Rubella, Hepatitis B, Chicken Pox, and Tuberculosis. Many British citizens will have received vaccinations for these when they were younger or have immunity. Having these vaccinations protects you, your family and friends, other staff, patients and visitors and it is a requirement that you are compliant with NHS Lothian's Infection Control Policy.

If you would like to access hepatitis b vaccination or to explore the vaccinations you have had to date please call 0131 536 1135 option 5 option 2 and request a "Volunteers immunisation update".

Issue of Concern	Why are we concerned	What we can potentially do about it - Adjustments/Support/Restrictions
<p><b>Physical Health:</b> Any disability or illness that requires help or assistance with mobility, normal daily activities and social interactions.</p>	<p>You will be asked not to participate in manual handling of patients. However in an emergency you may need to be able to remove yourself and others from any immediate risk of injury. This means you need to be able to negotiate safely around the hospital and have no difficulties using emergency escape routes. .</p>	<p>Occupational Health will be able to advise on any specific recommendation or adjustments to ensure your safety..</p>
<p><b>Mental Health:</b> Any mental health condition that has required support (including medication), from a counsellor, GP, psychologist etc. in the last 2 years, or any problems coping with difficult or stressful situations</p>	<p>Working around patients who are unwell can be very psychologically demanding and some areas of work are recognised as being more of a challenge than others. It is sometimes hard to imagine the impact of this if you have not done this before.</p>	<p>If appropriate Occupational Health may recommend that you are initially situated in areas that we know have less psychological demand and can access support from others easily. This can be re-evaluated after a period of time if your health status changes.</p>
<p><b>Sensory Problems:</b> Issues with your speech, hearing, or vision that are not corrected by glasses, lenses or hearing aids</p>	<p>Hospitals are busy places and it needs to be clear where people may have difficulties negotiating around the physical environment or who may struggle with standard communication tools.</p>	<p>Again Occupational Health can provide specific guidance. The Volunteer Service Manager will need to undertake a risk assessment to ensure that you are not put in any danger e.g. if you are unable to hear the fire alarm or are visually impaired</p>
<p><b>Health issues which may cause sudden incapacitation or require emergency attention:</b> E.g. Cardiac conditions, epilepsy or poorly controlled diabetes asthma</p>	<p>We need to know if you have a condition that may require emergency assistance to ensure your safety at all times.</p>	<p>Again Occupational Health can provide specific guidance regards working alone. With your consent, key colleagues can be informed of any risks or likely emergency assistance you may need.</p>
<p><b>Suppressed Immunity</b>  Any health condition, which impacts your immunity e.g. removal of spleen, steroid treatment, cancer treatment, HIV etc.</p>	<p>There are a lot of opportunistic infections in a hospital which may put you at risk. Also some conditions prevent individuals from retaining immunity to childhood diseases which may then pose a risk to the patients.</p>	<p>Again Occupational Health can provide specific guidance to allow a suitable role and environment to be identified.</p>

## Health Status Self-Declaration

Please provide honest and accurate information and return this form to the Youth Voluntary Service Manager. Once the Youth Voluntary Service Manager has reviewed the information provided they will be in touch to discuss next steps in the recruitment pathway.

<b>Name</b>	Click or tap here to enter text.	
<b>Date of Birth</b>	Click or tap here to enter text.	
<b>Postcode</b>	Click or tap here to enter text.	
I have read and understood the guidance on self-declaration		YES <input type="checkbox"/> NO <input type="checkbox"/>
I understand the health conditions or disabilities which may impair my ability to volunteer with NHS Lothian		YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>I do have a health condition or disability which may impair my ability to volunteer with NHS Lothian.</p> <p>Please note:            If you answer yes to this you will be provided with a link to allow you to complete an electronic pre-placement questionnaire or if you would prefer this questionnaire can be provided hard copy. Both of these options will mean all information is returned directly to Occupational Health.            All confidential medical data will be stored securely within Occupational Health in line with the General Data Protection Regulations (GDPR 2018)</p>		YES <input type="checkbox"/> NO <input type="checkbox"/>  (please do not provide details)
I understand that it is my responsibility to inform NHS Lothian of any changes to my health during the period I am a volunteer which may impair my ability to volunteer with NHS Lothian		YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Signature</b>	Click or tap here to enter text.	
<b>Date</b>	Click or tap here to enter text.	



## Equal Opportunities Monitoring

We want to ensure that our volunteering opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality and age.

**The information you provide in this part of the form is confidential and is not used in the volunteer selection process.**

### 1) You are: (please mark)

Female

Male

### 2) Have you undergone, are you undergoing or do you intend to undergo gender reassignment? For example, this includes having changed your sex (gender)?

(Please mark)

Yes

No

Prefer not to say

### 3) What is your age?

I am  years old, and my date of birth is: .

### 4) Do you have a physical or mental health condition or disability that:

- Has a substantial effect on your ability to carry out day-to-day activities?
- Has lasted or is expected to last 12 months or more?

Yes

No

Prefer not to say

- If you answered '**yes**' please tick if it is either of the following:

Learning Disability

Physical impairment

Long standing illness

Sensory impairment

Mental health condition

Other

\_Click or tap here to enter text.

- Again, if **yes**, please describe any particular arrangements you would need for your volunteering location:

5) What is your ethnic group?			
Choose <b>one</b> section from A to F, then <b>tick</b> the appropriate box to indicate your cultural background			
<b>A: White</b>	Scottish <input type="checkbox"/>	Irish <input type="checkbox"/>	Other British <input type="checkbox"/>
	Any other White background <input type="checkbox"/>		
<b>B: Mixed</b>	Any mixed background <input type="checkbox"/>		
<b>C: Asian; Asian Scottish; Asian British</b>	Pakistani <input type="checkbox"/>	Chinese <input type="checkbox"/>	Indian <input type="checkbox"/>
	Bangladeshi <input type="checkbox"/>		
<b>D: Black; Black Scottish; Black British</b>	Caribbean <input type="checkbox"/>		African <input type="checkbox"/>
	Any other Black background <input type="checkbox"/>		
<b>E: Other ethnic background</b>	Any other background <input type="checkbox"/>		
<b>F: Prefer not to answer</b> <input type="checkbox"/>			
6) To which religion, religious denomination or body do you actively belong?			
(Christianity)- Church of Scotland	<input type="checkbox"/>	Hinduism	<input type="checkbox"/>
(Christianity) - Roman Catholic	<input type="checkbox"/>	Islam	<input type="checkbox"/>
Christianity (Other)	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>
Other faith / belief	<input type="checkbox"/>	Judaism	<input type="checkbox"/>
Buddhism	<input type="checkbox"/>	No religion (none)	<input type="checkbox"/>
Prefer not to answer	<input type="checkbox"/>		
7) Which of the following best describes your sexual orientation?			
Please select	Bisexual	<input type="checkbox"/>	Gay Man
	Heterosexual	<input type="checkbox"/>	Lesbian/Gay Woman
	Other	<input type="checkbox"/>	Prefer not to answer

Please return your completed form to [Kirsten.law@nhslothian.scot.nhs.uk](mailto:Kirsten.law@nhslothian.scot.nhs.uk)