

Volunteer Application Form

To be returned to:

NRS: Workforce Planning Team
 Ladywell House
 Ladywell Road
 Edinburgh
 EH12 7FT
 (e-mail: WorkforcePlanning@nrscotland.gov.uk)

Personal Details

Forename(s):	
Surname:	
Address:	
Post Code:	
Contact tel no:	Mobile no:
Email:	

Nationality/Availability for Appointment

Nationality at Birth:	Present Nationality:
Have you ever held any other nationality or citizenship? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes which Nationality?:
Are you subject to immigration control? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you need a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Interview

If you are invited for interview would you like any special arrangements made? If so please give details.

Previous Employee?

Have you previously worked with NRS or The Scottish Government?

Yes No

If yes please provide details of your pay reference number.....

Experience / Skills

Please use this space to provide information on particular skills and experience you feel is relevant in relation to this opportunity.

Details of any experience as a Volunteer

Details of any relevant courses or training attended

Approximately how much time would you like to give each week?

(Please indicate particular days or times)

Referees

Please give two independent referees who would be willing to supply a character reference (these must not be family members)

Name:	Name:
Address:	Address:
Tel No:	Tel No:
E-mail address:	E-mail address:

Declaration

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been provided with an opportunity, this may be withdrawn. By submitting this application, I understand I am giving consent for the National Records of Scotland to obtain the information as outlined in the further information sheet.

Signed: _____

Date: _____

Further Information

Diversity

NRS aims to treat everyone whether staff, colleagues from other organisations, volunteers or members of the public fairly, and with respect. We believe that our workforce should reflect the people of Scotland in all its diversity, character and culture. We treat people equally, irrespective of sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, gender identity, caring responsibility or trade union membership. NRS offers volunteering opportunities to people on the basis of their merit – their skills, aptitudes and attitude – nothing else.

Nationality

You can apply for a volunteering opportunity with NRS as long as you are a UK national or have dual nationality with one part being British. In addition, our volunteering opportunities are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about civil service nationality requirements is available on the

[Civil Service Website](#).

Pre-opportunity Enquiries

As of 1st January 2008 the Scottish Government introduced a new Baseline Personnel Security Standard (BPSS) which provides a more consistent and rigorous pre-appointment screening process. If you are successful in obtaining a volunteering opportunity with NRS, you will be subject to these additional security checks.

This means that as a minimum you will be required to provide:

- Photographic ID, preferably a Passport or Photo Driving Licence.
(Please note: that student cards and library cards are not acceptable.)
- Your original birth or adoption certificate (long version only).
- A bill or financial statement for your current address dated within the last 6 months.

Basic Disclosure Certificate

If you have lived in the UK for the last 6 months or more, then you must provide us with a Basic Disclosure Certificate which is provided by Disclosure Scotland (disclosing criminal history information). Please note that there is a cost for the certificate. Current charges and further information on Disclosure certificates can be found at [Disclosure Scotland's website](#). You can apply for your [Basic Disclosure Scotland certificate](#) quicker by applying online provided you have lived at your current address for the last 12 months. Please note that in order for the Scottish Government to accept a Disclosure Certificate it must be dated within the last 12 months.

Obtaining an Overseas Criminal Records Check

If you live overseas or you have spent six continuous months or more outside the UK, you must provide evidence of a criminal record check from the relevant country or countries. The checks need to cover the five years prior to your application and we will need the originals of any documentation sent to us. Where these are not in English, they must be translated into English by an accepted translation body. Please use the following links for further information. If the country in which you were based is not listed within the following pages, please contact that country's embassy, High Commission or Consulate in the UK for advice. Contact details can be found at the [Foreign and Commonwealth Office website](#).

- [Countries beginning A-E](#)
- [Countries beginning F-J](#)
- [Countries beginning K-O](#)
- [Countries beginning P-T](#)
- [Countries beginning U-Z](#)