

## Leeds CCG Volunteer Application Form 2019

Please complete this form in order to apply to join the Leeds CCG Volunteer Programme 2019. This form should be completed once you have read the information provided. You are also encouraged to visit the CCG Volunteer page on our website which provides more detail about the programme – [www.leedsccg.nhs.uk/get-involved/ccg-volunteer/](http://www.leedsccg.nhs.uk/get-involved/ccg-volunteer/)

Once completed, you can return your form for free, by sending it to:

CCG Volunteers,  
FREEPOST RTEG-JRZR-CLZG,  
NHS Leeds CCG,  
Suites 2-4, WIRA House,  
Leeds LS16 6EB

Or you can email your form to us, titled CCG Volunteers, at [leedsccg.comms@nhs.net](mailto:leedsccg.comms@nhs.net)

Alternatively, you can complete this form online here:

<https://www.smartsurvey.co.uk/s/CCGVolrecruit2019/>

The closing date and deadline for you to send in your application is **Thursday 29 Wednesday 4 September 2019 at 12pm** - We will not be able to consider any applications received after this point.

Application forms will be shortlisted in order to be considered for informal interviews. To make sure this process is as fair and transparent as possible; we will separate your personal details sheet (below) from your answer sheet before the shortlisting process.

Applicants who are successful in the short-listing process will be invited to an informal interview (lasting around half an hour) on either **Tuesday 10 September or Thursday 12 September 2019**. The interviews will be conversational rather than just fixed questions and answers, and we encourage interviewees to use the opportunity to ask us any questions they may have about the programme and about the role of our volunteers.

We will get back to interviewees as soon as possible to let them know the outcome of their interviews and, for those who have not made it through this time; there are often other opportunities to get involved with. By signing up to our wider CCG Network, you will be updated with everything we have going on - [www.leedsccg.nhs.uk/get-involved/join/](http://www.leedsccg.nhs.uk/get-involved/join/)

For those that have been successful, we will be holding a day-long **Induction session on Thursday 3 October 2019** in a city centre location, and it is important that as many people as possible are able to attend this event.



Ref. No. \_\_\_\_\_

### Personal Details Sheet

Please fill out your contact details below.

Name (required)	
Address (with Postcode)	
Email Address (required)	
Phone Number/s	

### Data Protection

By submitting the information on this form, you are agreeing for us to contact you in relation to the CCG Volunteer programme.

Any information you provide in relation to your application will be held in accordance with the Data Protection Act 1988, The General Data Protection Regulation (GDPR) rules, and the NHS's Information Governance policies and guidance.

Your information will be securely stored by the Communications and Engagement Team at NHS Leeds CCG.

Your information will not be shared with any third parties, and will not be used for any other purposes other than those related to this application process.

If your application is unsuccessful, you will be informed, normally by email, and your application will be stored for a maximum of 6 months and then destroyed.

If you would like to ask us anything about this application form, or the application process, please contact us at [leedsccg.comms@nhs.net](mailto:leedsccg.comms@nhs.net) or call us on 0113 843 5470.

Thank you for your interest in this role!



Ref. No. \_\_\_\_\_

**Reference**

Please provide us with the details of a referee who, from personal knowledge, is able to comment on your suitability for volunteering in this role. They can be a friend, neighbour or work colleague but NOT a family member, and they must be 18+ years of age.

If you are short-listed for interview, we will contact your referee and ask them to give us some feedback about how well suited they think you would be for this role.

**Referee**

Name:

Address:

Phone number:

Email address:

How do you know this person?



Ref. No. \_\_\_\_\_

## Answer Sheet

Please give a brief summary of what interests you about the role of CCG Volunteer. (No more than 500 words)

Please tell us about any skills, interests and/or knowledge you have which you could bring to this role? (No more than 500 words)

Please tell us about your connections with wider groups, communities and/or networks which are related to health and wellbeing. (No more than 500 words)

How much time are you able to commit to your volunteering activities?

Is there anything else you would like us to know in support of your application? (No more than 500 words)

