

Guidance for completing NHS Lothian Volunteer Application

Introduction

Thank you for considering applying to volunteer with NHS Lothian! We want to make sure that everyone feels confident and supported in completing their application. Below is a step-by-step guide and a checklist to help you to complete your application.

If you have any questions or would like to discuss any adjustments to support you to apply, please contact the Voluntary Services Team by emailing: loth.volunteerenquiries@nhs.scot



Application sections

Personal Details

Please provide your **full name**, including **all middle names**, and your **date of birth**.

Contact Details

Please provide your **full address**, **contact telephone number(s)** and **email address**. Please ensure you provide your own email address and check this regularly (including your junk mail).

Please indicate whether you **consent** to the Voluntary Services team contacting you by email.

Role and location applied for

Please state here which volunteering **role** you are applying for. You can check our website for all volunteer roles that are available by clicking [here](#). If you don't have a preference, please state this (e.g., open to any volunteer role).

Please also state when you are **available** to volunteer including days of the week (e.g., Tuesdays and Wednesdays) and time frames (e.g., mornings 9am–12pm). If you don't have a preference or if you are open to any volunteering day/time, please state this (e.g., I am available to volunteer at any day/time).

How did you hear about our volunteering opportunities?

Please state **how you found out** about the volunteer opportunity. Did you find it through social media, a website, a friend? Please specify how you heard about us as it helps inform us about future opportunities.

Why do you want to volunteer with NHS Lothian and what do you hope to gain from volunteering with us?

This section helps us to learn about your **motivation** and what you **hope to gain** by volunteering with NHS Lothian. This section has a minimum word count of 100 words and a maximum word count of 200 words.



Top Tip: Try drafting your answer in a word document first. This makes it easier to check your word count and spot any spelling or grammar mistakes before you submit.



Think about the following:

- What has inspired you to apply for a volunteer role within NHS Lothian?
- Have you or someone you know had a positive experience within the NHS?
- Are you hoping to gain experience for future employment?
- What skills, knowledge, experience do you want to gain through volunteering?
- What do you hope to learn or improve on by volunteering?



Useful prompts you may use to help get you started:

“I am interested in volunteering with NHS Lothian because...”

“One of the reasons I want to volunteer is...”

“I hope to gain experience in...”

“Volunteering will help me to develop...”

“I have always wanted to give back because...”

“This opportunity is important to me because...”

What could you bring as a volunteer to NHS Lothian?

This section helps us to get to know **what you could bring to the role**. This section has a minimum word count of 100 words and a maximum word count of 250 words.



Top Tip: Try drafting your answer in a word document first. This makes it easier to check your word count and spot any spelling or grammar mistakes before you submit.



Think about any relevant skills/knowledge/experience you may have in:

- Current or previous studies at school, college or university.
- Previous or current volunteering experience.
- Previous and current paid employment.
- Activities or hobbies.
- Personal characteristics.
- Lived experience.



Top Tip: Instead of simply stating a skill, try to give a short example that shows how you have used it and how it relates to the role you are applying for.

Instead of writing: “*I can bring strong communication skills*”.

Try writing something like: “*I believe I can bring strong communication skills to this role. In my previous role working in a café, I regularly interacted with people from all different backgrounds and learned how to stay calm, friendly and supportive in a busy environment*”. This gives us a clearer picture of your strengths and how you have used them in real situations.

 Useful prompts you may use to help get you started:

“*Through my experience in [school/work/volunteering], I have developed...*”

“*In my previous role as a..., I learned how to...*”

“*One of my strengths is...*”

“*My background in... has helped me build skills in...*”

“*I have a passion for helping others which I've shown by...*”

“*I feel confident in working in a team because...*”

“*I can bring a calm and positive attitude, especially when...*”

Footnotes and Declarations

Please **read through the information** regarding Criminal Convictions, Data Protection Legislation and the Declaration statements.

Please **tick the box** to indicate you have read, agreed and understood the statements.

Please **sign and date** the declaration.

References

Please provide **two references**:

- **Professional referee:** this could be a current/previous employer, colleague, volunteering manager, teacher, support worker, doctor/healthcare professional, minister of religion or a club official.
- **Character referee:** this can be a current/previous neighbour or family friend.

Please note **we cannot accept family members** as a reference.

Please provide the **name** of the referee, their **relationship** to you, their **address**, **telephone** contact number and **email**. All referees will be contacted by email in the first instance. They will be asked to complete a short questionnaire commenting on your background and suitability for the role. We suggest asking your referees for permission before listing them.

Emergency Contact Information

Please provide your emergency contact **name, phone number** and **relationship to you**.

Disability

Please **read the information** on the form.

If you consider yourself to have a disability or health condition, you can choose to take part in the Guarantee scheme. Please indicate your preference by **ticking a box**.

If you do not consider yourself to have a disability or health condition, you can **leave this section blank**.

Occupational Health Self Declaration

Please **read through the guidance** on the form. This declaration is to ensure the health and safety of all patients, visitors, staff and volunteers.

Please provide your **name, date of birth** and **postcode** and **answer the questions honestly** with a Yes or No.

Please **sign and date** the declaration.

Checklist

Please ensure you have completed the following:

- Personal details filled in.
- Contact details provided and email consent indicated.
- Role, location and availability specified.
- Where you found out about the role noted.
- “Why do you want to volunteer” section written (100–200 words).
- “What can you bring to the role” section written (100–250 words).
- Declaration read, signed and dated.
- Two referees listed with contact details.
- Emergency contact details listed.
- Disability section completed (or left blank).
- Occupational Health self-declaration completed and signed.

We wish you all the very best with your application, thank you for your interest in volunteering with NHS Lothian!