

## **Application information**

**Volunteers must be over the age of 16 to apply. Please note that some activities will require volunteers to be over the age of 18.**

The Community Volunteer role is varied and can be adapted to the skills you have as well as the time you have available. Volunteering activities are available weekdays, evenings and weekends and we ask our volunteers to commit to supporting us for a minimum of 4 hours per month. Unfortunately you will not be able to specify a particular station to support as we need our volunteers to help us flexibly across the county. However, we will do our best to offer you opportunities close to the area in which you live, work or study.

Full training and support will be provided. You will not be out of pocket once you have been accepted as a volunteer, as travel expenses will be reimbursed. Volunteers will be covered by KFRS Health and Safety and Insurance Policies whilst they are undertaking their volunteering tasks. However, to ensure that appropriate cover is provided volunteers must ensure they follow the guidelines of their role as detailed by their supervisor. A KFRS Volunteer polo shirt and identification will be provided and must be worn at all times when volunteering.

Our reputation is vital to us and it is therefore extremely important that our volunteers have the same high level of integrity and commitment that is required of our paid staff. Volunteers will be required to sign up to an agreement outlining the expected standards of behaviours and code of conduct required. A DBS check will be undertaken. As part of our duty of care to all of our volunteers you will also be required to complete a medical health form and vaccination form.

**All information about you will be kept confidential.**

### **The Application Process**

Step 1            Complete application form

Step 2            If shortlisted, and you wish to proceed you will be invited to attend an informal interview.

Step 3            If successful, you will be asked to complete a Medical declaration form and provide your bank account details in order for expenses to be reimbursed. References will be requested and a DBS check will be undertaken.

**Note: If you are successful at interview stage, you shall be required to present all documentation within a period of one month, to include a National Insurance number. Any documents still outstanding after this time will result in your application not being processed further.**

Step 4            If satisfactory, you will be invited to induction and training.

Step 5            Upon successful completion of induction, training and checks, you will be formally accepted as a KFRS Community Volunteer.\*

\*If your application is not accepted, full feedback will be made available.