

Helpline Operator Application Form



Thank you for your interest in volunteering for Invisible Traffick.
We are committed to ending human trafficking in the UK and Ireland.

The information you provide is strictly confidential. We welcome applications from people of all abilities, backgrounds and communities.

Personal Details

Title (Mr/Mrs/Miss etc.) Surname

Forename(s) Male Female

Address

..... Postcode

Telephone Day Eve

Email

Current age: 18-25 26-30 31-35 36-40 41-45 46-50 51-55 56-60 61-65 66 & over

Please tick this box if you would like to receive email communication about future Invisible Traffick activities.

Employment Status

Are you:

In paid employment Unemployed Retired Student

Other (please give details)

Availability

Please indicate when you would be available to work on the helpline:

Mornings Afternoons Evenings Overnight

Why do you want to be involved in the Invisible Traffick Helpline?

.....
.....

Have you any previous experience in working on a helpline? YES NO

If YES, please give details

.....

Have you any previous conselling experience? YES NO

If YES, please give details

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Have you any previous experience in dealing with issues of a sensitive nature? YES NO

If YES, please give details

.....

Health

Do you have any health problems or disability of which we should be aware?

Yes No If yes, please give details

Emergency Contact Details

Who should we contact in an emergency?

Name

Relationship to you

Address

Telephone Day Eve

Criminal Convictions

Do you have any actual or pending criminal convictions? Yes No

If yes, please explain (attached a letter). A prior or pending criminal conviction may not prevent you from volunteering with Invisible Traffick, but failure to disclose relevant information will result in immediate dismissal. This information will be kept in the strictest confidence.

References

In order to protect the interests of Invisible Traffick Helpline and to ensure a quality service for our users it is essential that our volunteers demonstrate an ability:

- to listen
- to support others in an empathetic way
- to be open minded & non-judgemental
- * to demonstrate discretion & recognise the impact of one's actions on others
- to handle stress appropriately

In order to protect the interests of Invisible Traffick, we need you to provide details of two referees (one to include a current or past employer) who are not directly related to you by blood or marriage and who have known you for at least two years. Please ask their permission before submitting their details.

Name Name

Address Address

Postcode Postcode

Telephone Number Telephone Number

Email Email

How do you know this person? How do you know this person?

NB: Acceptance onto the Helpline Training Programme is on the basis of an informal interview and the references provided. During the course of training, it may be identified, either by the individual or the Helpline Management Team that a volunteer is not suitable to work on the Helpline and therefore will not proceed to same. A volunteer must also commit to a minimum of 1 years' service with the helpline after completion of all training.

Personal Declaration

I hereby apply to become a volunteer with Invisible Traffick. If accepted, I agree to abide by all Invisible Traffick Helpline Policies and understand that I have a responsibility for my own and others' Health & Safety while volunteering on the Helpline. I agree that Invisible Traffick may hold and use the data on this form for the purposes of administering and supervising my work with the charity and that such data may be available to those who reasonably need to know the same within the charity.

Sign or print name Date

To be completed by Invisible Traffick Volunteering Department

I confirm that I have accepted the above person as a volunteer on behalf of Invisible Traffick Foundation

Name Job Title Date

References checked Telephone interview Form complete and signed by volunteer

If not accepted, please give details