

About Health & Independent Living Support (HILS)

HILS is a charitable not-for-profit social enterprise that was established in 2007 to deliver meals-on-wheels in Hertfordshire. From small beginnings with two vehicles, seven staff, and a team of volunteers, HILS has now grown into a thriving, community-focused business, providing meals-on-wheels and a range of other caring support services, 365 days a year to older and disabled adults. HILS now provides employment for over 400 staff, runs a fleet of over 100 vehicles, and operates across three counties, Hertfordshire, Hampshire, and West Sussex.

HILS strives to deliver an excellent and caring service to every one of its clients, whilst also making a positive contribution to the communities that we serve. We believe in providing a caring, community-centered, and high-quality service in a cost-effective way. We are also committed to making a real difference to our clients and communities, engaging with wider social initiatives and investing in our staff. We have achieved a great deal over the past few years but we are still striving to improve everything we do. We want to change the world for the better!

Application Guidance

Thank you for your interest in volunteering for Health & Independent Living Support (HILS). Please complete this simple application form by filling in **all** the required areas. If you have any questions regarding your application or volunteering at HILS please contact the HR department for support on **01462 600480** or by emailing volunteers@hils-uk.org.

Please return the form to volunteers@hils-uk.org or post to: Human Resources - Volunteers, Hertfordshire Independent Living Service, Unit 18, Green Lane One, Blackhorse Road, Letchworth, SG6 1HB.

SECTION 1: PERSONAL DETAILS

Title:	
First name:	
Surname:	
Address line 1:	
Address line 2:	
Town:	
Postcode:	
Email address:	
Mobile Telephone Number	
Home Telephone Number	
Preferred contact method	☐ Email ☐ Telephone



SECTION 2: VOLUNTEERING ROLE & ELIGIBILITY

Volunteering role you would like to apply for:		
Location of role applied for:		
Have you read the volunteering role description?	YES ☐	NO ☐
Can you commit to volunteer for the hours and days specified in the role description?	YES ☐	NO ☐
Days you are available to volunteer:		
Weekly hours you are available to volunteer:		
Preferred volunteering start date:		
How did you hear about this role?		
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?	YES ☐	NO ☐
If 'Yes', please provide further details. <i>NOTE: cautions and convictions are not necessarily a barrier to employment with HILS and will be assessed on a case-by-case basis.</i>		
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	YES ☐	NO ☐
If 'Yes', please provide further details. <i>NOTE: The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.</i>		



Do you have a full, current UK manual driving licence?	YES ☐	NO ☐
If 'Yes', have you held this for over 12 months?	YES ☐	NO ☐
Have you ever been disqualified from driving?	YES ☐	NO ☐
Have you ever had your driving licence suspended?	YES ☐	NO ☐
Do you have any points on your driving license? <i>NOTE: All new starters are required to complete a DVLA check, please ensure all information given is accurate.</i>	YES ☐	NO ☐
If 'Yes', please provide further details.		
Have you ever experienced 'blackouts' or fainting episodes?	YES ☐	NO ☐
Do you suffer from any medical conditions which you are required to declare to the DVLA as they affect your ability to drive safely? <i>NOTE: this includes epilepsy, seizures, diabetes, strokes, visual impairments, or neurological conditions. Full list and more information here: www.gov.uk/driving-medical-conditions</i>	YES ☐ NO ☐	

SECTION 3: VOLUNTEERING SUITABILITY

Please explain why you would like to apply for this volunteering role, and why you are interested in volunteering at HILS:



**Health & Independent
Living Support**

SECTION 7: ACCESS OR OTHER INTERVIEW REQUIREMENTS

If you are invited to visit HILS and meet with our teams, do you need any special arrangements to be made on account of a disability?

YES ☐

NO ☐

If 'Yes', please give brief details about the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your visit and fulfil our obligations under the Equality Act 2010:

Thank you for your interest in volunteering at HILS.

We aim to respond to all volunteering applications within 7days.