

Applying to volunteer with Mencap

- The opportunity to learn new skills
- To feel appreciated and valued for my contribution

[Role Profile](#)
[Apply](#)

Click “apply” (you should also download the role profile to find out more about the role).

Register Login

Register

Before you can apply for vacancies you must be registered, your email address will be your username

How did you hear about us?
Please Select

*Do you currently work / volunteer at Mencap?
 Yes No

Would you like to get email updates about Mencap's work?
 Yes No

[Register](#)

If you haven't already registered with the Mencap recruitment system: you need to register to use the online system – fill in your details on this page.

If you are already registered with the system: you may need to login – it will then take you directly to the application form (see page 3).

You can upload your CV for an easier registration process

Upload your CV:
No file uploaded

[Upload](#)

[Register](#)

You will have the option to upload a CV (**if you are only planning on applying for volunteering roles, you will not need to upload your CV** – this will not be considered as part of your application unless you apply for paid roles).

Once you have filled in this page, click “register”.

Example Example **My Details**

[View Profile](#) [Log Off](#)

- About Me
- My Details
- My Preferences
- My History
- Declaration
- Attachments
- Applications
- Interviews

*Title: Please Select

*First Name(s): Example

*Last Name: Example

*Address 1:

Address 2:

You will then be taken to this page to complete your registration (this is to register on the recruitment system – **this is NOT your application**).

You must answer any questions that have * next to them.

*Do you need a work permit? Yes No

[Save](#)
[Continue](#)

Once you have filled in the “My Details” page, click “Continue”.

Example Example **My Preferences**

Please input your details below as this information will be used to send you relevant job alerts, as well as search your requirements for potential roles in the future.

*Would you like to receive job alerts from us? Yes No

*Preferred Department: Please Select

2: Please Select

You can then fill in your preferences re. job alerts.

Once you have filled in your preferences, select “Continue” (at the bottom right of the page).

Example Example **My History**

Schools

Please click on the 'Add' button to add schools / colleges / universities or courses attended. Click to EDIT

[Add](#)

Click “Add” to go into the Schools history section.

Please complete the following details

*School Name: Volunteer(x)

Course:

Subject:

From Date:

To Date:

Description:

[Back](#)
[Save](#)

If you are only planning on applying for volunteering opportunities, please type “Volunteer” for your Schools history and then click “Save”.

If you uploaded your CV, this section may fill in automatically (this information isn't needed if you are only applying for volunteer roles).

Interviews

Employment

Please click on the 'Add' button to add your employment history. Click to EDIT

[Add](#)

Click “Add” to go into the Employment history section.

Please complete the following details

*Employer:

Job Role:

Employed From:

Employed To:

Responsibilities:

Reason For Leaving:

[Back](#) [Save](#)

Again, if you are only planning on applying for volunteering opportunities, please type “Volunteer” for your Employment history and then click “Save”.

If you uploaded your CV, this section may fill in automatically (this information isn’t needed if you are only applying for volunteer roles).

My History

Schools

Please click on the 'Add' button to add schools / colleges / universities or courses attended. Click to EDIT

School / College / University / Course Attended	From Date	To Date
Volunteer	---	---

[Add](#)

Your “My History” page should now look like this (with “Volunteer” appearing under both Schools and Employment history).

(This information might have automatically filled in if you uploaded your CV).

Employment

Please click on the 'Add' button to add your employment history. Click to EDIT

Job Role	Employer	Employed From	Employed To
---	Volunteer	---	---

[Add](#)

[Previous](#) [Save](#) [Continue](#)

(If you are planning on applying for paid roles as well as voluntary roles with Mencap, you will need to fill in your schools and employment history.)

Click “Continue”.

Declaration

Please click the 'Submit' button below once you have read the terms and conditions and ticked the box.

The information you provide is what we will use to decide whether to shortlist you for an interview. This helps us to review each applicant in a fair and consistent way. It is important that you complete your details accurately and honestly. Our Recruitment Team is on hand for any support you may require.

We are particularly keen to promote the employment of people with a disability and welcome all applications. We will select for interview all applicants who have a disability which meet the essential criteria for the role. If you are an applicant with a disability and would like the opportunity to discuss the application or selection process please contact the Recruitment Team on 01733 246699.

Depending on the role you are applying for, an enhanced Disclosure and Barring Service (DBS) may be required. Criminal records will be reviewed on an individual basis and taken into account for recruitment purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a position with us.

The information that you provide and that obtained from other relevant sources will be used to process your application for employment. We reserve the right at any time to check on any experience, achievements, qualifications and skills claimed by you either from your application, in any accompanying or subsequent

I agree to the terms and conditions above and that the information I have provided is true and complete.

[View Profile Summary](#) [Modify Profile](#) [Continue](#)

You will then have to agree to the Declaration (tick the box next to “I agree to the terms and conditions above and that the information I have provided is true and complete”).

Click “Continue”.

Thank you.

You can log into the My Career section at any time to update your details and apply for vacancies.

We are seeking to fill new opportunities all the time, so please check back regularly to find out about our latest vacancies.

If you would like to talk to us directly, please don't hesitate to contact us.

[View Profile Summary](#) [View Vacancies](#) [My Profile](#)

You have now completed your registration – this login can now be used to apply for both volunteering and paid roles with Mencap.

Thank you.

You can log into the My Career section at any time to update your details and apply for vacancies.

We are seeking to fill new opportunities all the time, so please check back regularly to find out about our latest vacancies.

If you would like to talk to us directly, please don't hesitate to contact us.

[View Profile Summary](#) [View Vacancies](#) [My Profile](#)

You will then be taken to a “Thank you” page.

Please note, you have only registered to apply for roles – you haven’t yet applied.

Click “View Vacancies”

Your Search

Opportunity Type

Volunteer x

Staffordshire x

Departments ▲

Music Festival Event Organiser (Staffordshire)

Department: Personal Support
 Opportunity Type: Volunteer
 Location: Staffordshire
 Advertising End Date: 06 Nov 2015

Do you enjoy music festivals? Would you be interested in planning an inclusive music festival in the Staffordshire area? If you are organised, reliable, have knowledge of music and arts in the local area, and are looking to volunteer in a flexible role from home, then this could be the perfect role for you! We are looking for a volunteer to organise an inclusive music festival in the Staff...

Save vacancy [More Info](#) [Apply](#)

You will be taken back to the search page you were originally on.

Click “Apply” next to the role you want to apply for.

Example Example
[View Profile](#)
[Log Off](#)

You are applying for this role

Music Festival Event Organiser (Staffordshire)

Department: Personal Support
 Opportunity Type: Volunteer
 Location: Staffordshire
 Advertising End Date: 06 Nov 2015

How did you find out about volunteering with Mencap?

[Back to results](#)
[Back to vacancy details](#)

This is the application form for the role you have chosen.

Please answer all of the questions shown on this page, as this will form your application for the role.

Mencap (our monthly e-newsletter). Please let us know whether you are happy to receive these (these will be sent by email)?

If you would like you can attach a CV to your application, however it isn't mandatory.

CV to attach to application: No file uploaded

When it tells you that you can attach your CV to the application, you can ignore this – we should be able to get enough information from your answers to the questions in the application form.

Once you have completed all of the questions, you can click “Apply” (bottom right) – this will submit your application.

Example Example
[View Profile](#)
[Log Off](#)

Thank you for your application

Job Title: Music Festival Event Organiser (Staffordshire)
 Location: Staffordshire
 Opportunity Type: Volunteer
 Salary Details: Not Specified
 Vacancy Type: Not Specified

You can visit the "My Applications" page at any time in the future to keep track of your applications.

[Back to vacancy details](#)

You will then see this thank you page – you have now submitted your application to volunteer with Mencap.