

Application for Volunteering: Enhanced

For volunteer roles in regulated activity

Should you have any difficulty completing this application form e.g. due to a visual impairment, please contact us so we can find a solution that will enable you to apply to us

Position Applied for:

1. Personal Details

Surname:

First Name:

Preferred Title (circle as appropriate):

Mr

Mrs

Ms

Miss

Dr

Other:

Address:

Post Code:

Email:

Contact
Number:

How did you hear about *Home-Start*?(Delete as appropriate)

Social Media / Word of Mouth / External Event / Website / Google/ University/ Employer /Flyer /Poster

Have you volunteered before?

Yes

☐

No

☐

If Yes, please describe what you did and with which organisation(s):

What is your availability?

Weekdays:		All day:		Mornings:		Afternoons:		Evenings:	
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Weekends:		School Term:		Flexible:	
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Other (please specify below)

Do you hold a current Driving Licence?

Yes

☐

No

☐

Are you willing to drive for *Home-Start*?

Yes

☐

No

☐

[Note, your insurance would need to be covered for business use]

Why would you like to volunteer for Home-Start?

Do you have any particular skills or experience relevant to the role you are applying for?

2. Education

School / College / University	From	To

3. Current / Last Employment (Please leave blank if not applicable)

Employers Name, Address & Nature of Business	Positions Held	From	To	Reason for leaving

Please use this space if easier:

4. References (If you have any difficulty providing this, please chat with a member of Home-Start staff)

Please provide the name, address and contact numbers for TWO referees. These can be paid organisations or friends who have known you for minimum of two years, but must **NOT be Family members**. If you have volunteered (in the last 2 years) or are currently volunteering / working with another organisation, then one reference MUST be from your most recent volunteering placement/ employer.

Person 1

Name:

Email:

Contact No.

How is this person known to you?

How long have you known this person?

Contact prior to interview? Yes/No

Person 2

Name:

Email:

Contact No.

How is this person known to you?

How long have you known this person?

Contact prior to interview? Yes/No

5. IMPORTANT NOTICE

Please read the following information carefully before signing and submitting your application.

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). Further information can also be found on the [Nacro website](#).

Disclosure of criminal records will be requested from **Access NI** to assist with decision making for this role.

Please note: A criminal record will not necessarily be a bar to an applicant obtaining a volunteer position.

A copy of the following policies are available on request: the Home-Start Lakeland- Ex-Offenders Policy, the Code of Practice and the Home-Start Lakeland Policy on Handling Disclosure information.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended)?

Are you, or have you ever been the subject of fitness to practice proceeding by a UK or overseas licensing regulatory body? Yes/No

If you answered yes to any of the above, please disclose the details under separate cover. Please mark a cross on the line below and attach the details in a separate document marked CONFIDENTIAL and state your name and the details of the post.
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I have attached details separately_____ (Please mark with an X if appropriate.)

CONFIDENTIALITY

During the course of their work, volunteers will be aware of information concerning the Charity's activities, its staff and other personal information relating to children and their families. I understand that this is confidential information must not be used for any purpose other than the performance of duties and must not be divulged to unauthorised persons, nor used for the production of articles, books etc. without the Charity's specific agreement.

YOUR DATA

All of the information collected in this form is necessary and relevant to the performance of the volunteer role applied for. We will use the information provided by you on this form, by the referees you have noted, the educational institutions with whom we may undertake to verify your qualifications with and any criminal record checks for recruitment purposes only. Home-Start Lakeland will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your volunteering with us.

For more information on how we use the information you have provided, please see our [privacy notice which is available on the Home-Start web site – signpost as necessary to your local Home-Start privacy notice].

I confirm that the information given on this form is correct and that I have not knowingly withheld any material fact. Under the Data Protection Act 2018, I hereby consent for the information in this application form, about myself and others, to be processed by Home-Start Lakeland for the purposes of recruitment. I hereby give my permission to those individuals or organisations contacted for the purpose of this background check to give their full and honest evaluation of my suitability for the described volunteer role and other information as they deem appropriate

Print
Name:

Signature:

Date:

For successful applicants this application form will subsequently be held on their personnel file, and those who are unsuccessful, it will be held for a maximum of 12 months and then destroyed