

**Volunteer Application Form**

Please note that your application will be treated in the strictest confidence and the personal data provided will be used for the Dove Service application process and for equal opportunity monitoring only. All information you supply will be held and processed in accordance with the principles of the Data Protection Act 1998.

**PLEASE DO NOT ATTACH PERSONAL CV’S OR REFERENCES**

Application forms will be retained for a period of six months. Unsuccessful applications will then be destroyed.

**TITLE** (Dr, Mr, Mrs, Miss, Ms):

**FULL NAME:**

**CURRENT ADDRESS:**

**POSTCODE:**

**NATIONAL INSURANCE No:**

**CONTACT NUMBER:**

**E-MAIL:**

**Full, clean driving licence: YES / NO**

**When are you available to volunteer?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |



**ADDITIONAL STATEMENT IN SUPPORT OF YOUR APPLICATION**

1. **Why you would like to be a volunteer for the Dove Service?**

1. **Tell us about any volunteering experience or relevant employment you have.**
2. **Do you have any specialist skills, interests or hobbies that you would like to use when volunteering for us?**
3. **Is there any other relevant information to support your application?**

This is your chance to tell us about yourself and your suitability for a volunteer role with us.

It is an opportunity for you to demonstrate to us why you are a suitable for the Dove Service.

What is important, is that on reading this statement, we will be able to have a flavour of who you are and what qualities you can bring to our organisation.

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**REFEREES**

Reference checks are a standard part of our volunteer selection process. Please provide the name and contact details of two people who are **not family members** and who are willing to act as referees for your chosen voluntary work position. One reference should come from an employer, former employer or volunteer organiser. We will make reference checks either by post, telephone or email.

**No appointment will be made until satisfactory references have been received.**

**Referee One**

**Name:**

**Address:**

**Relationship to Applicant:**

**Telephone/Mobile No:**

**E-mail:**

**May the above be approached without consulting you beforehand?** Yes / No

**Referee Two**

**Name:**

**Address:**

**Relationship to Applicant:**

**Telephone/Mobile No:**

**E-mail:**

**May the above be approached without consulting you beforehand?** Yes / No



**ELIGIBILITY TO WORK IN THE UK**

Before commencing employment with TDS evidence that you can work in the UK is required. The original current documentation must be seen and a copy kept for our records. Details of the documentation showing authorisation to reside and work in the UK can be found at: <http://www.ukba.homeoffice.gov.uk/business-sponsors/preventing-illegal-working/>

Are you currently eligible for employment in the UK? Yes □ No □

**DISCLOSURE & BARRING SERVICE (DBS) CHECKS**

Most posts within The Dove Service (TDS) have potential access to vulnerable groups including children. Since the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) in December 2012 into a new single body called the Disclosure and Barring Service (DBS) new legal requirements to protect vulnerable groups have now been implemented. The DBS is based on legal amendments to the Safeguarding Vulnerable Groups Act (SVGA) 2006 and the Police Act 1997 regulations and is covered under the new Protection of Freedoms Act (POFA) 2012. Under this legislation, DBS checks can only be carried out where the employer is entitled to ask exempted questions under the Exception Order to the Rehabilitation of Offenders Act (ROA) 1974. TDS Counsellors (employees and volunteers) are covered under ‘health care by any health care professional’ provision and are deemed to be a **regulated activity** both in connection with adults and children and therefore included within the exception order so TDS are able to ask for DBS checks for anyone in these posts. For non-counselling members including Trustees it is suggested that these are also covered under the exception order, therefore DBS may be applicable to these posts also. When a post requires a DBS check this fact will be identified on the Job Description/Person Specification and the TDS Application Form etc. Successful candidates will be required to provide evidence of DBS clearance before commencing employment, or volunteering, with the organisation.

In addition, applicants are required to sign the declaration at the end of this application form that s/he is not disqualified from working with vulnerable groups including children and that s/he has no convictions, cautions and/or bind overs, including those regarded as ‘spent’, or has attached details of his or her criminal record in a sealed envelope marked ‘confidential’. It is a requirement of TDS that, both before the commencement of and throughout your period of employment by TDS, that you inform the management of any criminal cautions (“CC’s”) which occur during your employment. Failure to provide evidence that you are still clear to work with vulnerable groups and/or to inform TDS of any CC’s may lead to disciplinary action.

**Have you any criminal convictions (spent, unspent or pending)?** Yes / No

If yes, please give details:



**DECLARATION**

I declare that the information contained in this application is true and correct. I certify that to the best of my knowledge, the information given on this form is correct. I have omitted nothing that, to the best of my knowledge, might affect this application; and I acknowledge that misleading statements may be sufficient for cancelling any agreements made.

**Full Name *(Please Print):*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** **Date:**