

## Application Form for Volunteers (England)

**Home-Start Torridge & North Devon is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults**

**Confidential**

If you have difficulty completing this form, please ask the Home-Start organiser/co-ordinator for assistance.

|   |   |                              |
|---|---|------------------------------|
| <b>Name</b>   |   |                              |
| <b>Address including postcode</b>   |   |                              |
| <b>If you have been at this address less than five years, please give previous address</b>  |   |                              |
| <b>Home telephone no:</b>   |   | <b>Mobile telephone no.:</b> |
| <b>Email address:</b>   |   |                              |
| <b>Date of birth:</b>   |   | <b>Place of birth:</b>       |
| <b>Emergency Contact name and phone no</b>  |   |                              |
| <p><b>REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative) include at least one professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start.</b></p> <p><b>Please ask permission prior to submitting referees details and confirm full address.</b></p> |   |                              |
| <b>Referee 1 - time known this person</b>   | <b>Referee 2 - time known this person</b> |                              |
| <b>In what capacity?</b>  | <b>In what capacity?</b>                  |                              |
| <b>Name:</b>  | <b>Name:</b>                              |                              |
| <b>Address:</b>   | <b>Address:</b>                           |                              |
| <b>Postcode:</b>  | <b>Postcode:</b>                          |                              |
| <b>Email:</b>   | <b>Email:</b>                             |                              |
| <b>Telephone:</b>   | <b>Telephone:</b>                         |                              |

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We would like to get a picture of your experience to date, in the first box please give us details of any paid employment, in the second box details of any voluntary or unpaid work and in the third box details of gaps in employment with reasons e.g. career break to look after children or other dependants, travelling, training or education.

Please tell us about any paid employment, starting with most recent

| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
|----------|-----------|------|----|-----------------------------|--------------------|
|          |           |      |    |                             |                    |
|          |           |      |    |                             |                    |
|          |           |      |    |                             |                    |
|          |           |      |    |                             |                    |

Please tell us about any voluntary or unpaid work, starting with most recent

| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
|----------|-----------|------|----|-----------------------------|--------------------|
|          |           |      |    |                             |                    |
|          |           |      |    |                             |                    |
|          |           |      |    |                             |                    |

Please tell us about gaps in your employment history, starting with the most recent

| From | To | Reason |
|------|----|--------|
|      |    |        |
|      |    |        |
|      |    |        |



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**What are your hobbies and leisure interests?**

**How did you hear of Home-Start?**

**Why would you like to become a Home-Start volunteer?**

**Have you any skills or personal experiences which may be relevant to your work as a volunteer for Home-Start? (e.g. budgeting, cooking, DIY etc)**

**Is there any other information you would like to add?**

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As volunteers are in a privileged position visiting families in their own homes and have contact with young children, Home-Start has a responsibility to ensure that no one becomes a volunteer who would misuse this trust. Therefore, it is essential that you complete and sign this form.

The Disclosure and Barring Service has a guide which provides a simple and clear explanation of the disclosure application process. The guide can be viewed online at [www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/app-guide-dbs-form](http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/app-guide-dbs-form)

|  |               |
|--|---------------|
| <b>Name:</b>   |               |
| <b>Have you had any personal contact with Social Services/Social Work Department or NSPCC in connection with children in your care? Have any of your children been subject to a child protection, child in need plan or common assessment framework (CAF)?</b> | <b>Yes/No</b> |
| <b>Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer?</b><br><b>Please provide detail, continue on separate sheet if required.</b>                              | <b>Yes/No</b> |
| <b>Have you ever been dismissed from any paid or voluntary work?</b>   | <b>Yes/No</b> |
| <b>Have you ever been arrested or had contact with the police for any type of criminal offence?</b>  | <b>Yes/No</b> |
| <b>Are there any matters outstanding which may lead to a criminal prosecution?</b>   | <b>Yes/No</b> |
| <b>If you answer yes to any question please give details:</b>  |               |
| <b>If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer</b>  |               |
| <b>I know of no reason why I would be unsuitable to be a Home-Start volunteer. I will report any changes in my circumstances which may</b>   | <b>Yes/No</b> |

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|                 |  |
|-----------------|--|
| affect my role* |  |
|-----------------|--|

I give permission for Home-Start Torridge & North Devon to carry out criminal record checks at enhanced level with the appropriate agency.

I understand that my National Insurance number, passport and/or drivers licence may be required for identification purposes.

I understand that Home-Start may hold personal information about me in paper records and on their computer, including sensitive information such as age, race, sex and disabilities that they will use for their monitoring purposes. I agree to them holding this information and understand that it may be shared with Home-Start UK for Quality Assurance purposes.

I understand that I may ask to see my records at any time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

As you will be completing an Enhanced Disclosure form detail of any criminal convictions or cautions found will be passed onto Home-Start Torridge & North Devon. Therefore it is important that you highlight any issue we need to be aware of on your application form.

If something is highlighted on your disclosure this will be discussed with you in confidence. Following the meeting a decision will be made whether we can proceed with your application.

If you have any concerns please discuss this further with Rachel North.

\*(optional extra section suggested by a scheme)

**For Office use only**

|                                      |                      |                 |
|--------------------------------------|----------------------|-----------------|
| <b>Interview date</b>                |                      |                 |
| <b>Reference requested</b>           | <b>1 (date)</b>      | <b>2 (date)</b> |
| <b>Reference received</b>            | <b>1 (date)</b>      | <b>2 (date)</b> |
| <b>DBS requested</b>                 | <b>Date received</b> | <b>No.</b>      |
| <b>Prep course completed (date):</b> |                      |                 |

\* child/ren in care/criminal proceedings brought against me etc

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Safeguarding & promoting welfare of children code of conduct signed(date):

Info given, health & safety, personal safety(date):