

Volunteer Application Form

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| Volunteer application to work within:  (please tick **all** areas you are interested in volunteering within) | | | |  |  |  |  | | --- | --- | --- | --- | | **Childcare** |  | **Parent Peer Mentor** |  | | **Sport** |  | **Children’s Centre** |  | | **Play** |  | **Trustee** |  | | **Youth** |  |  |  | |
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| **Section 1 - Personal Details** | | | | |
| **Title: (Mr, Mrs, Ms, etc.)** | **First Names:** | **Address:**  **Post Code:** | | |
| **Surname:** | |
| **Previously known as:** | | **National Insurance No:** | | |
| **Contact No:**  **Mobile:**  **Work:** | | |
| **Do you require a work permit? Yes /No**    **If you already hold a work permit when**  **does it expire:** | |
| **E-mail address:** | | |

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| **Section 2 - General Information** | |
| **Are you related to any Child Dynamix member of staff or Board Director?**  **If “Yes” give name, position and relationship.** | **Yes /N****o** |
| **Are you currently in paid employment?**  **If yes please give the name of your employer, the role you carry out and hours/days worked:** | **Yes /No** |
| **Which days and hours are you available for volunteering? (Please Circle or insert hours available)**     |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Monday | Morning |  | Afternoon |  | Evening |  | | Tuesday | Morning |  | Afternoon |  | Evening |  | | Wednesday | Morning |  | Afternoon |  | Evening |  | | Thursday | Morning |  | Afternoon |  | Evening |  | | Friday | Morning |  | Afternoon |  | Evening |  | | Saturday | Morning |  | Afternoon |  | Evening |  | | |

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| **Section 3 – References** | | | |
| Please give details of two referees. **One must be your current or, if currently unemployed, your most recent employer** (within the last year), and should not be a family member unless they are either your current or previous employer.  If you have never been employed or your last employment is over a year ago, we are happy to accept the details of two people who know you well, but are not family members, such as community or voluntary group members/leaders. | | | |
| **1st Reference** | | **2nd Reference** | |
| Name: | | Name: | |
| Organisation and Position: | | Organisation and Position: | |
| How do you know them? | | How do you know them? | |
| Address: | | Address: | |
| Post Code: | Tel: | Post Code: | Tel: |
| E-mail address: | | E-mail address: | |
| **Please note references will be sought for all applicants. You will be able to volunteer by shadowing a staff member until references and DBS are sought** | | | |

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| **Section – 4 Personal Statement**  Please write why you think you are suitable for the role of volunteering: |
| Describe what your interests are, what relevant qualities you can bring to the role, any work experience you have, any previous employment or volunteering experience. | |

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| **Section 5 - Details of all previous employment (if applicable)** |

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| **Name and address of employer and contact details** | **Job title** | **Salary/Grade** | **Dates employed** | | **Brief job details** | **Reason for Leaving** |
| From | To |
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| ***Important:*** Continue any section on a separate sheet if necessary but please ensure that your National Insurance number is entered on the top right of the sheet. **Do not put your name on continuation sheets. You must complete all parts of the form.** | | | | | | | |

**Section 6 - Relevant training & Development**

Please give details of all qualifications obtained and training received which you think would support your volunteering at Child Dynamix

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| **Relevant Training and Development**  **(Specify valid dates for statutory training e.g. first aid)** | **Date** |
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| **Section 7 - Driving licence/car/motorcycle ownership** | | | |
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| **Do you have you a full current driving licence?** | | **Yes** | **No** |
| **Do you have full access to a car/ motorcycle?** | **Car** | **Yes** | **No** |
|  | **M/cycle** | **Yes** | **No** |
| **If you have any current penalty points please give details in the space below:** | | | |

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| **Section 8 - CRIMINAL RECORD INFORMATION** | | | | | | | | | |
| **IMPORTANT – Please read carefully** | | | | | | | | | |
| **Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts within the organisation are subject to a satisfactory enhanced DBS check. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check.** | | | | | | | | | |
| **Do you have any criminal record information to disclose?**  Yes No | | | | | | | | | |
| If “Yes”, please give details in the appropriate sections(s) below: | | | | | | | | | |
| **UNSPENT CONVICTIONS** | | | | | | | | | |
| **Nature of offence** | **Date of offence** | | **Sentence**  **/Order** | | **Date of Sentence/**  **Order** | | **Location of Court** | **Full name at time of Offence/**  **Sentence/Order\*** | |
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| **PROSECUTIONS PENDING –** | | | | | | | | | |
| **Nature of Alleged Offence** | | **Date of Alleged Offence** | | **Court Date (if known)** | | **Location of Court** | | | **Full name at time of Alleged Offence\*** |
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| **SPENT CONVICTIONS (including cautions, reprimands and final warnings) -** | | | | | |
| **Nature of Offence** | **Date of Offence** | **Sentence/Order** | **Date of Sentence/**  **Order** | **Location of Court** | **Full name at time of Offence/**  **Sentence/Order\*** |
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**\*if different from the name you are using now**

**Declaration**

I declare that I have read the Disclosure of Criminal Record Information Guidance notes.

I have provided all the information required by Child Dynamix for the volunteering position for which I am applying.

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

**If a candidate submits an application electronically they will be required to sign the form at a later date if a job offer is made.**

**Section 9 - Declaration**

In submitting this application (whether signed or not) I declare that I am the person referred to on the form and that the information I have given in all parts of this application is true, complete and correct and authorise Child Dynamix to contact referees at the appropriate stage to confirm the details provided.

**I understand that if I give incorrect information or false statement this will lead to the withdrawal of any volunteering offer.**

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as you shall request to evidence my right to work.

I also agree to the information contained in this application being processed under the Data Protection Act, 1998.

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

**IMPORTANT: You must complete all parts of the application form. We do accept C.V.s if sent with an application form.**

**Data Protection**

We collect personal data about you; this data either comes directly from you, or from a third party such as a previous employer. Any data we collect will be then be stored securely.

**The data, which we may keep about you, includes:**

* Your name
* Your address
* Your telephone number
* Your date of birth
* Your national insurance number
* Your educational history (including qualifications)
* Your work history
* Details of your physical or mental health
* Details of any conviction, alleged offences (if relevant), criminal proceedings, outcomes and sentences
* Results of literacy, numeracy [and vocational] assessments
* Details of your family life including next of kin or emergency contact
* Details of your financial situation (e.g. State benefits and allowances that you receive)
* Your racial or ethnic origin

This data is held securely within the personnel department both in hard copy and electronic copy. Our staff use this data for job matching and placing purposes, to compile reports and statistics that comply with contractual requirements and for general administration purposes (e.g. correspondence by letter). It may be disclosed it to third parties, such as prospective employers, local council authorities for pension and payroll purposes, Benefits Agency, Health Authority and ESF Funding Bodies. Please note data will not be disclosed to any commercial agency.

We will give you a copy of the data, which we hold about you upon application in writing.

A list of third parties to whom we have disclosed personal data about you is available upon request.

Please be aware that all information held is only available to and handled by authorised members of staff.

Child Dynamix is registered under the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) revision 2018.

**I consent to the collection and use of my data as set out above.**

**Signature:**

**Print Name**: **Date:**