

## Application form for volunteers

Home-Start Herefordshire 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 Herefordshire organiser/co-ordinator for assistance.

Name	
Address including postcode	
If you have been at this address less than five years, please give previous address	
Home telephone no: Email address:	Mobile telephone no.:
Date of birth:	Place of birth:
Emergency Contact name and phone no	
<p>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.</p> <p><b>Please ask permission prior to submitting referees details and confirm full address.</b></p>	
Referee 1 - time known this person  In what capacity?	Referee 2 - time known this person  In what capacity?
Name: Address: Postcode: Email: Telephone:	Name: Address: Postcode: Email: Telephone:

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Information you give in this form will not be used for volunteer selection purposes. It is for diversity monitoring. This helps us to monitor the diversity of our team of volunteers, for example in comparison

## Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
Please specify

## Black or Black British

Caribbean

African

Any other Black background  
Please specify

## White

British

Irish

Any other white background  
Please specify

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## Chinese or other ethnic group

Chinese

### Immigration Status

Are you a British  
Citizen/national of European  
Economic area? Y/N

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## Mixed

Any mixed background

Do you have the right of  
residence in the UK?  
Y/N

Please specify

Are you an asylum seeker?  
Y/N

## Gender

Male

Female

Transgender

## Sexual Orientation

Heterosexual

Lesbian

Gay

Bi-sexual

Prefer not to say

## Disability

Do you consider yourself to  
have a disability? Y/N

Please specify

## Religious Beliefs

Please specify

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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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1) Please choose options to reflect your own parenting experience:

Parent  Step-parent  Foster carer

Other  Please specify.....

Please give dates of birth of children if relevant .....

Please give information about your own parenting experience or working with children: e.g. are you a Parent/step-parent/foster carer/teacher

2) What did/do you find enjoyable about parenting?

3) What did/do you find challenging?

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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).			
What are your hobbies and leisure interests?			
Is there any other information you would like to add?			
Do you speak any additional languages (including sign language)			
What is the maximum time you could offer to Home-Start as a volunteer on a regular weekly basis? (suggested 2 to 3 hours per week)			
Have you any commitments which could affect your work with Home-Start e.g. part-time work?			
What type of transport would you use?		If car - do you have a current clean driving licence?	Yes/No

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As volunteers are in a privileged position visiting families in their own homes and have contact with 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)

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)?	Yes/No
<b>NB-We require a 12 month period after support has ended</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? Please provide detail, continue on separate sheet if required.	Yes/No
Have you ever been dismissed from any paid or voluntary work?	Yes/No
Have you ever been arrested or had contact with the police for any type of criminal offence?	Yes/No
Are there any matters outstanding which may lead to a criminal prosecution?	Yes/No
If you answer yes to any question please give details:	
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	
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 affect my role*	Yes/No

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Home-Start Herefordshire is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

I give permission for Home-Start Herefordshire, 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 to Home-Start Herefordshire 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 Mandie Preece (Scheme Manager)

### For Office use only

Interview date		
Reference requested	1 (date)	2 (date)
Reference received	1 (date)	2 (date)
DBS requested	Date received	No.
Prep course completed (date):		
Safeguarding & promoting welfare of children code of conduct signed (date):		
Info given, health & safety, personal safety (date):		

Return to :-

**Home-Start Herefordshire**

Suite 1, Lakeside Offices, Thorn Business Park, Rotherwas,  
Hereford, HR2 6JT

Tel:01432 37121 [homestart.hereford@virgin.net](mailto:homestart.hereford@virgin.net)

Reg Charity No. 1113432

**Home  
START**

Support and friendship  
for families

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## Home-Start Herefordshire Photo Consent Form

I give my permission for **Home-Start Herefordshire** to use photographs of me/my child(ren) within their publicity materials, newspaper articles, publications and social media to help promote its work.

I would like the following names to be used to identify the people pictured (please give names below)

.....  
.....

Signed: ..... Printed: .....

Date: .....

\*\*\*\*\*

## Home-Start Herefordshire personal information Consent Form

I give my permission for **Home-Start Herefordshire** to keep information about me, that I've given in my application form and any written notes about me gathered in initial chat/interview before commencing the preparation course.

.....  
.....

Signed: ..... Printed: .....

Date: .....