

Application Form for Volunteers (Enhanced)

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.:	
Emergency Contact name and phone no		

Education

School / College / University	From	To

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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 with the families we support and the local community we work within.

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

Chinese or other ethnic group

Chinese

Immigration Status

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

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

Disability

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

Please specify _____

Religious Beliefs _____

Sexual Orientation

Heterosexual

Lesbian

Gay

Bi-sexual

Prefer not to say

Date of Birth: _____

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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 Lone Parent

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? 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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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
NB-We require a 12 month period after support has ended	
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
<p>If you answer yes to any question please give details:</p> <p>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</p>	
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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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 **U Check (online)** 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 Ex-Offenders Policy, the Code of Practice and the Home-Start 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.

I have attached details separately_____ (Please mark with an X if appropriate.)

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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	Address
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	Address
Email	
Contact No	

How is this person known to you?

How long have you known this person?

Contact prior to interview? Yes/No

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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 Herefordshire 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.

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 Herefordshire 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 6 months and then destroyed.

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Home-Start Herefordshire Photo Consent Form

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

I would like the following name to be used (please give name)

.....

Signed: Printed:

Date:

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 homestartherefordshire@gmail.com

Reg Charity No. 1113432 Company No 5659978

The logo for Home Start features the word "Home" in a large, rounded, sans-serif font. The letter "o" in "Home" is replaced by a stylized figure of a person with arms raised. Below "Home" is the word "Start" in a similar font, with the letter "a" also containing a stylized figure of a person.

Support and friendship
for families