

Our Ref: PW



Dear Volunteer

Thank you for your interest in St Anne's and our work within the community.

St Anne's provides a diverse range of services throughout the Yorkshire and North of England.

Please complete application form, equal opportunities form and CRB disclosure form.

**Please return your form to St Anne's Community Services, Area Office, Edgerton Villa, 22 Edgerton Road, Huddersfield, HD3 3AD**

I hope this information is of help to you and look forward to hearing from you soon as we greatly value the input of volunteers into our work.

Yours sincerely

A handwritten signature in black ink, appearing to be 'P. Wood', is written over a light grey rectangular background.

Paula Wood  
Volunteer Services

Area Office: **Edgerton Villa, 22 Edgerton Road, Edgerton, Huddersfield HD3 3AD**

Tel: **01484 428955** Fax: **01484 428967**

Web: **www.st-annes.org.uk** Email: **areaoffice@st-annes.org.uk**

St Anne's Community Services,

Registered Office: **6 St. Mark's Avenue, Leeds LS2 9BN**

A Company Limited by Guarantee, Registered in England No. 1089026.

Registered Charity Reg. No. 502224. Tenant Services Authority No. H3158.



# APPLICATION FORM

## PERSONAL DETAILS

### GUIDANCE NOTES

It is important that applicants read these details BEFORE completing the Application Form.

- (a) Please ensure that you complete all sections of the application form in handwriting, and do not substitute with a curriculum vitae.
- (b) Please note that where appropriate you will be required to produce your driving licence and written evidence of qualifications.

#### Volunteer Procedure

To be able to be considered for a volunteering placement within St Anne's Community Services you will need to:

- Complete and return a Volunteer Application Form.
- Provide details of two referees, who we can contact to confirm your suitability to become a St Anne's volunteer.
- Attend an informal interview (location to be arranged by the Volunteer Co-ordinator).
- Be prepared to provide information for an enhanced Criminal Record Bureau (CRB) declaration.
- Participate in a full induction training day.

**NB** Please note that CRB disclosures are subject to the approval of a Director of the organisation. St Anne's reserves the right to decline a volunteer registration.

## VOLUNTEER APPLICATION FORM

Title  Forenames  Surname

Address

Telephone: Day  Evening:

Date of Birth  E-mail Address:

Do you have a current driving licence? YES / NO  
 Driving Licence No ..... Date passed driving test .....  
 Details of any points lost .....  
 Would you be willing to drive in the course of Volunteer activities? YES / NO  
 Do you have access to a motor vehicle which you would be willing to use in Volunteer work? YES / NO  
 Type of vehicle: .....

(NB Written evidence will be required from your Insurers that they will cover the use of your vehicle for Volunteer work)

## EMPLOYMENT

*Please include both paid employment and voluntary work experience*

### PRESENT / MOST RECENT WORK EXPERIENCE

Post

Name & Address  
Of organisation

Start date

End date

Brief outline of  
your duties and  
responsibilities

## WORK EXPERIENCE CONT'D

### PREVIOUS APPOINTMENTS

DATES		Employers Name, Address & Type of Business	Post Held & Brief Description of Duties
From	To		

*Please continue on a separate sheet if necessary*

Please use this section to state why you have applied for this voluntary post and supply any additional information in support of your application.

A large empty rectangular box intended for the applicant to provide their response to the question above.

*Please continue on a separate sheet if necessary*

## REFERENCES

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*Please provide names and addresses of two referees who have known you for a minimum of 2 years. These should not include members of your family, your partner, or persons under 18 years of age. One of the references should be from an independent person,*

Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Tel/Fax No:	Tel/Fax No:
May we take up this reference now?    YES/NO	May we take up this reference now?    YES/NO

## GENERAL

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How did you find out about volunteering with St Anne's?

## GENERAL cont.

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How much time can you commit?

Are there any days or times when you are not available?

List your hobbies, interests and skills

Is there anything else you would like to mention? eg details of courses attended

*Please continue on a separate sheet if necessary*

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## DISABLED PERSONS

Do you consider that you are disabled under the definition of the Disability Discrimination Act?

YES/NO

If you consider yourself disabled, what adaptations or changes to the job would you require to carry out the duties on the job outline?

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Disabled applicants meeting the minimum essential criteria on the employee specification will be guaranteed an interview.

## DECLARATION

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I understand that if I am offered a post, the information submitted in my application will form the basis of my contract of employment with St Anne's and that if it is subsequently discovered that I have wilfully given false information, or withheld information, I will be liable to immediate dismissal and may be prosecuted.

Signature: .....

Date: .....

St Anne's Community Services is a Registered Charity, number 502224 and a Social Landlord registered with the Tenant Services Authority, number H3158



**THIS PAGE WILL BE DETACHED FROM THE REMAINDER OF THE APPLICATION FORM AND WILL NOT BE MADE AVAILABLE TO PANEL MEMBERS. THE DATA YOU PROVIDE WILL BE USED FOR MONITORING PURPOSES ONLY.**

**EQUAL OPPORTUNITIES**

St Anne’s Community Services operate recruitment and selection policies designed to ensure that all job applicants are treated equally regardless of gender, age, race, religion or belief, disability or sexual orientation. We currently monitor all applications and you are asked to provide the following information in order to measure the effectiveness of our policies. The information is for monitoring purposes only.

**Please indicate your gender:** Male  Female

<b>Please indicate how you would describe your ethnic origin:</b>		<b>Please indicate your age:</b>
White <input type="checkbox"/>	British <input type="checkbox"/>	16-20 <input type="checkbox"/>
	Irish <input type="checkbox"/>	
	Other White <input type="checkbox"/>	21 - 35 <input type="checkbox"/>
Mixed <input type="checkbox"/>	White / Black <input type="checkbox"/>	
	Caribbean <input type="checkbox"/>	36 - 50 <input type="checkbox"/>
	White / Black African <input type="checkbox"/>	
	White / Asian <input type="checkbox"/>	51 - 60 <input type="checkbox"/>
	Other Mixed <input type="checkbox"/>	
Asian and Asian <input type="checkbox"/>	Indian <input type="checkbox"/>	60+ <input type="checkbox"/>
British <input type="checkbox"/>	Pakistani <input type="checkbox"/>	
	Bangladeshi <input type="checkbox"/>	
	Other Asian <input type="checkbox"/>	
Black or Black British <input type="checkbox"/>	Caribbean <input type="checkbox"/>	
	African <input type="checkbox"/>	
	Other Black <input type="checkbox"/>	

**Please indicate which reflects your faith/religious beliefs:**

<input type="checkbox"/> Agnostic / Athiest	<input type="checkbox"/> Jehovah’s Witness
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Jewish
<input type="checkbox"/> Christian	<input type="checkbox"/> Mormon
<input type="checkbox"/> Hindu	<input type="checkbox"/> Muslim
<input type="checkbox"/> Humanist	<input type="checkbox"/> Rastafarian
<input type="checkbox"/> Sikh	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

**Please indicate your sexual Orientation:**

<input type="checkbox"/> Hetrosexual
<input type="checkbox"/> Gay
<input type="checkbox"/> Lesbian
<input type="checkbox"/> Bi-sexual
<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Prefer not to say

**DECLARATION**

I understand that if I am offered a post, the information submitted in my application will form the basis of my contract of employment with St Anne’s and that if it is subsequently discovered that I have wilfully given false information, or withheld information, I will be liable to immediate dismissal and may be prosecuted.

**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

## Information required by St Anne's Community Services from the **Criminal Records Bureau for people wishing to Volunteer**

Because St Anne's volunteer scheme provides one to one support for vulnerable adults, people who are being considered for volunteering will be subject to a criminal record check from the Criminal Records Bureau from March 2002. St Anne's meets the requirements in law to ask for an enhanced disclosure.

If you decide you want to apply to volunteer with St Anne's, please let us know details of cautions, convictions (current or spent – including conditional discharges) and current proceedings on the enclosed form. The form should be placed in a sealed envelope marked 'Private and Confidential' and returned with your application form.

Following receipt of your application form, if you are being considered for volunteering, the Volunteer Co-ordinator will ask you to request a disclosure from the Criminal Records Bureau and will support you in doing this. This is free of charge for volunteers.

In deciding whether to apply to become a volunteer with St Anne's, it may be helpful for you to know that:

- As a care provider, St Anne's will not consider applicants who are listed on the Protection of Vulnerable Adults list.
- Applications from people with a criminal record will be taken on their merits, taking into consideration the requirements of the scheme and the offence committed. In other words, the offence will not necessarily exclude you from volunteering.
- The content of the disclosure will be discussed with you before a decision is made.
- The information will only be shared with people making the recruitment decision.
- The documents will be kept in a secure place and will be destroyed 6 months after a recruitment decision is taken.
- We will follow the Code of Practice published in Section 122 of the Police Act 1987.

We hope this document confirms that the information we receive will be used fairly. Please do not hesitate to contact the Volunteer Co-ordinator should you have any further questions.



**NAME:** .....

**POST:** .....

I declare that I do not have any criminal convictions, spent or unspent, and that I am not currently subject to any criminal proceedings or investigations. I declare that I have never been issued with a police caution, been bound over or been given a conditional discharge.

I acknowledge that if it is later established that the above statement is untrue I am liable to instant dismissal.

Signed ..... Date .....

**IF YOU ARE UNABLE TO SIGN THE ABOVE STATEMENT PLEASE COMPLETE THE FOLLOWING**

I declare the following (please give full details including dates and name of court or police force)

.....  
.....  
.....  
.....

I declare that I have no other criminal convictions and that I am not currently subject to any criminal proceedings or investigations. I declare that I have, other than any declared above, not received any police caution, been bound over or been given a conditional discharge.

I acknowledge that if it is later established that the above statement is untrue I am liable to instant dismissal.

Signed..... Date .....