

## **GUIDANCE NOTES FOR VOLUNTEER APPLICATION FORM**

The Befriending Consortium has produced these notes to assist you in completing your Volunteer Application Form. In addition, they aim to provide supplementary information to allow you to understand why you are required to provide some information prior to volunteering for The Befriending Consortium, as we provide care and support for children, young people and vulnerable adults.

### **Declaration**

Please ensure that you sign and date your application form, confirming that all information you have provided is accurate. Application forms that have not been signed will not be processed further.

### **Referees**

On your application form you should provide the names of two people who can comment on your suitability to undertake the Volunteering Role you are applying for. The Befriending Consortium will contact your referees prior to an offer of voluntary work being issued.

### **Qualifications**

Please list any qualifications you hold which are relevant to the Volunteering Opportunity which you are applying for. It is important that dates and awarding bodies are included.

### **Safeguarding Checks – Enhanced Protecting Vulnerable Groups (PVG) Check and Self Declaration Forms**

All posts (paid and voluntary) within The Befriending Consortium are subject to receipt of a satisfactory Enhanced PVG Certificate. In addition if you are offered a role working with children and young people you will also be required to complete a comprehensive self-declaration form. You will not be able to commence in the role and your Volunteer Agreement will not be completed until these have been received and verified as satisfactory.

### **Rehabilitation of Offenders**

These Volunteering Roles are covered by the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Detailed below is how this affects the way in which you answer the questions in this section on your Volunteer Application Form.

The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their conviction as 'spent' after a lapse of a set period. This means that no reference need be made to the conviction or any circumstances relating to it.

However, posts within The Befriending Consortium are exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and you are required not to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

In completing the attached application form you are asked if you have any convictions for criminal offences. In completing this section of the form you are asked to note that for the purpose of this Role you are required to give details of all past criminal convictions.

Please note that failure to advise of any convictions when completing the Application Form could lead to disciplinary action, including summary dismissal where appropriate.