



VOLUNTEER APPLICATION FORM

The Befriending Consortium has an Information Protection and Open Access Policy. Personal information given to us during the recruitment process will be used to help us decide whether we can offer you a voluntary position and treated confidentially throughout. It will be destroyed confidentially one month after the interview unless you become a volunteer with us, where it will become part of your personal record.

Section A: Personal Details (To be completed by all applicants)

Surname:		First Name:	
Address (including postcode):			
Tel No.		Mobile No.	
Is it ok to contact you during the day?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
E-Mail Address:			

Section B: Background to you Application (To be completed by all applicants)

How did you hear about us?

Please state the reasons for your interest in volunteering with The Befriending Consortium?

Please give details of any relevant experience, paid or voluntary, which you have had?

Please give details of any training or experiences you have which you think may be relevant?

What skills and interests do you have which you think may be relevant?

Section C: Practical Information

The Befriending Consortium works with children and young people aged 5-16years. Due to the nature of the volunteer befriender's role, volunteering happens mainly after school, evening and Saturdays. Please Tick the boxes where you are available to volunteer:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Afternoon	Evening	Morning	Afternoon								
<input type="checkbox"/>											

Section D: References (to be completed by all applicants)

Please give us the names and addresses of two reputable people who would be willing and able to write you a reference commenting on your character and suitability for the position for which you are applying. They should not be a member of your family. At least one reference from a current or previous employer would be preferred. At least one referee should have experience of your work with the sorts of vulnerable people appropriate to the position for which you are applying (if you have such experience).

If you are not sure about suitable referees, please contact us to discuss this.

Reference 1:

Name:

Address:

Telephone Number:

What is your relationship to this person?

Reference 2:

Name:

Address:

Telephone Number:

What is your relationship to this person?

Section E : (to be completed by all applicants)

Protecting vulnerable people

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

However, the voluntary position for which you are applying involves working with vulnerable people. This means that you are not entitled to withhold information about any conviction, spent or unspent, which you may have, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

What we need you to do

Please complete the attached conviction form **whether or not** you have any convictions, and seal it in the envelope provided. Send it, with your application form, to:

Youth Befriending Project, The Broomhouse Centre, 79-89 Broomhouse Crescent, Edinburgh EH11 3RH

What do we do with this information?

Any information you give on the conviction form will be treated in confidence and will not be read at all unless you are asked to an interview. If you are not asked to an interview the envelope and contents will be destroyed.

If you are invited to an interview you are required to disclose any convictions you may have, spent or unspent, and in this circumstance your form will be read and supplementary questions may be asked at interview. If you are accepted as a volunteer, you will be required to apply for a PVG Disclosure (police check) under the terms of the Police Act 1997 (Part V). We use an agency set up by the Scottish Executive (the Central Registered Body in Scotland) as a clearing house for Disclosures.

If I have a criminal record, will this prevent me from being offered a place as a volunteer?

Having a criminal record would not automatically bar you from being accepted as a volunteer. However in the event that you become a volunteer, failure to disclose any conviction you may have could result in dismissal or disciplinary action.

May I see further information on the relevance and treatment of PVG Disclosures and PVG Disclosure information at The Broomhouse Centre?

We have policies on recruiting ex-offenders and protecting personal information which cover how we treat PVG Disclosure information and you may see them if you wish.

Please confirm, by signing and dating where indicated below, that you agree to the request of a Disclosure should you be offered a place as a volunteer.

I (full name) agree to the request of a PVG Disclosure should I be offered a place as a volunteer.

Signed Date.....

SECTION F – to be completed by all applicants

Assuming I become a volunteer, what about any future criminal convictions I might acquire?

As you know, at The Befriending Consortium we work with vulnerable people and are committed to safeguarding their welfare. We therefore ask all potential volunteers to tell us about any criminal convictions they may have.

However, this information quickly becomes out of date, so if you become a volunteer we ask you to tell us if you acquire a criminal conviction of any sort while you are volunteering with us. You are asked to tell your supervisor within three weeks of receiving notification of any conviction yourself.

How would this information be treated?

All personal information is treated confidentially.

Would acquiring a criminal conviction stop me from being a volunteer at The Befriending Consortium?

Acquiring a criminal conviction would not necessarily stop you from volunteering with us. It would depend on what the conviction was and whether it was relevant to your role as a volunteer.

Volunteers may risk disciplinary action if they acquire a conviction incompatible with their volunteering role and/or if they do not declare a conviction.

Can I see further information on disclosing criminal convictions and volunteers at The Befriending Consortium?

We have a policy on the subject which you are welcome to see if you wish. You may also see our policies on confidentiality and our disciplinary policy and procedures.

Please confirm, by signing and dating where indicated below, that you have read the above and are aware of what The Befriending Consortium asks of volunteers with regard to disclosing criminal convictions.

Signed:..... Date.....

I confirm that I have answered the questions on this application form honestly and I understand that omission or giving false information could, in the event of my becoming a volunteer, lead to my dismissal.

Signed Date

Please return the form, as soon as possible, to the manager of the project you are interested in volunteering with.

Section G: Conviction Form- STRICTLY CONFIDENTIAL (to be completed by all applicants)

NAME (print).....

If you are applying for a non-regulated work role then please complete section 1 of the form setting out any unspent information. If there is no information then please complete section 2. If you are unsure as to whether or not you will be undertaking non-regulated work then please contact The Centre on 0131 455 7731.

Section 1

Please give details of what you were charged with, when and where the case was heard, and the sentence you received.

I confirm that I have answered the questions above honestly and without omission to the best of my knowledge and belief. I understand that omission or giving false information could in the event of my becoming a volunteer, lead to my dismissal.

Signed: Date:

Section 2

I confirm that I have no spent or unspent convictions. I understand that giving false information could in the event of my becoming a volunteer, lead to my dismissal.

Signed Date.....