

THE BROOMHOUSE CENTRE

VOLUNTEER APPLICATION FORM



Young Carers

79/89 Broomhouse Crescent, Edinburgh, EH11 3RH

Tel/Fax: 0131 455 7731

Email: youngcarers@broomhousecentre.org.uk

This organisation 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 date unless you become a volunteer with us when it will become part of your personal record.

SECTION A – to be completed by all applicants			
Surname:		First name:	
Address:			
Tel No:	Mob:		
Email:			
How did you hear about us?			
Why are you interested in volunteering for this project?			
Please tick the day(s) that you are available to volunteer with this project.			
	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

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Please give details of any work experience, paid or voluntary, with young people, older people, or other vulnerable people, which you have had (if any):-

Please give details of any other past/present work experience, paid or voluntary, which you may have:-

What other experience or training do you have which you think may be relevant?

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

The Broomhouse Centre is striving to be an Equal Opportunities organisation and will endeavour to meet the cultural preferences of its volunteers as far as the resources and requirements of its services will allow. If you have any cultural preferences (eg dietary) which you feel may be relevant to your voluntary work here please enter it here:-

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If you have any special needs with regards to your mobility (eg you need wheelchair access), or communicating (eg you need a signer), or your diet (eg you are allergic to nuts) please enter it here:-

Do you have any other information relevant to this voluntary position which you feel it would be appropriate for us to know? For instance, you may have support needs which you think may be relevant to your voluntary work here. If so, please tell us here:-

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SECTION B – 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 members 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 any such experience).

If you are not sure about the suitability of your referees, please discuss it with us.

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?

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SECTION C – 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:

Young Carers 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 Dated

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SECTION C – 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 Broomhouse Centre 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 Broomhouse Centre?

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 Broomhouse Centre?

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 Broomhouse Centre asks of volunteers with regard to disclosing criminal convictions.

Signed:..... Dated.....

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 Dated

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

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CONVICTION FORM- STRICTLY CONFIDENTIAL

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 Dated

Please seal this form in the envelope provided and return it with the application form.