

Volunteer Application Form



1. PERSONAL DETAILS	
Title (Mr, Mrs, Miss, Ms etc)	Surname
Forename(s)	Any other names by which you have been known
Date of birth (Volunteers must be 18 or over)	Daytime telephone number Evening telephone number Mobile telephone number
Address	Email address
Previous address (if less than 5 years at current address)	
2. EMPLOYMENT	
Current occupation (paid or unpaid) and all previous occupations over the past ten years (use an additional sheet if necessary)	
Occupation	Dates

3. ADDITIONAL INFORMATION

Why are you interested in becoming a volunteer? Tell us about your hobbies and interests.

Give details of any experience of working with children or young people (including those in your own family).

Do you have any other relevant skills and experience?

State how you think your skills and experience would be of help to you as a volunteer.

4. CRIMINAL CONVICTIONS

Please give details of any criminal convictions including unspent convictions, cautions/ reprimands/warnings which you have had and any appearance pending (this is an excepted question under the rehabilitation of Offenders Act 1974 and you must therefore give details of all convictions whether spent or unspent under that Act).

NB A criminal conviction will not automatically disqualify you; it depends on the seriousness and the circumstances. The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying.

Offence	Penalty or Order of the Court	Court	Date of Conviction

It is a condition of appointment as a Youth Justice Services volunteer that a full criminal record check from the Criminal Records Bureau is carried out prior to appointment. Please sign and date below if you agree to this check being carried out. This is free of charge and will be carried out in a confidential manner.

Signature:

Date:

5. EQUAL OPPORTUNITIES AND MONITORING

The Youth Justice Service is striving to be an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, marital status, disability, age, sexual orientation, religion or belief.

To assist us in monitoring the effectiveness of our policy, you are requested to provide the following information. The details you give will not be referred to during the short listing or interview process.

1. Post applied for

2. Directorate/Unit

3. How would you describe your ethnic origin? (please tick)

A. White

British Irish Any other white background

B. Mixed

White and Black Caribbean White and Black African

White and Asian Any other mixed background

C. Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background

D. Black or Black British

Caribbean African Any other black background

E. Chinese or other ethnic group

Chinese Other

4. Are you:

Male Female

5. Are you currently employed?

Yes No

6. Date of birth _____ / _____ / _____

6. DISABILITY MONITORING

By answering the following questions, you will assist the Council to comply with its obligations arising from the Disability Discrimination Act 1995 (as amended by DA 2005). You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Council will guarantee you an interview.

DISABILITY DEFINITION (DDA 1995 as amended by DDA 2005):

“a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”

DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION?

YES / NO

If you do have a disability or health condition and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below.

7. COMMITMENT AND AVAILABILITY

Volunteers must undergo training, both initial and ongoing, as well as attend supervision meetings.

Please state when you are available to attend (please tick)

Daytime Evenings Weekends Term Holidays

If selected as a volunteer could you commit to serve for at least 2 years? YES / NO

To assist in future recruitment, please state where you learnt about this volunteering opportunity:

Internet

Vacancy Bulletin

Jobcentre Plus

Local Press

Other

Please state where _____

10. DECLARATION

Please check that you have answered all questions fully before signing the declaration below:

I certify that the information given is true and complete to the best of my knowledge and belief.

Signature:

Date:

Please complete and return this form to the address below for the attention of:

Christine Dunn
Volunteer Coordinator
Youth Justice Service
2nd Floor, Wyvern House
The Drumber
Winsford
Cheshire
CW71AH

If you require any further information, please call 0345 1450055