

Application Form for Volunteers

Home-Start North Somerset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Confidential

If you have difficulty completing this form, please ask the Home-Start organiser/co-ordinator for assistance.

Name			
Address including postcode			
If you have been at this address less than five years, please give all previous addresses that cover the last five years and dates.			
Home telephone no:			Mobile telephone no.:
Email address:			
Date of birth:			Place of birth:
Emergency Contact name and phone no			
<p>REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative) include at least one professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start. Please ensure that atleast one of your referees is able to comment on your suitability to work with children, young people and vulnerable adults.</p> <p>Please ask permission prior to submitting referees details and confirm full address.</p>			
Referee 1 - time known this person	Referee 2 - time known this person		
In what capacity?	In what capacity?		
Name:	Name:		
Address:	Address:		
Postcode:	Postcode:		
Email:	Email:		
Telephone:	Telephone:		

Application Form for Volunteers

Home-Start North Somerset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

We would like to get a picture of your experience to date, in the first box please give us details of any paid employment, in the second box details of any voluntary or unpaid work and in the third box details of gaps in employment with reasons e.g. career break to look after children or other dependants, travelling, training or education. Please continue on a separate sheet where necessary, using appropriate headings to differentiate between paid employment, voluntary or unpaid work and gaps in employment history.

Please tell us about any paid employment, starting with most recent

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Please tell us about any voluntary or unpaid work, starting with most recent

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Please tell us about gaps in your employment history, starting with the most recent

From	To	Reason

Application Form for Volunteers

Home-Start North Somerset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

What are your hobbies and leisure interests?

How did you hear of Home-Start?

Why would you like to become a Home-Start volunteer?

Have you any skills or personal experiences which may be relevant to your work as a volunteer for Home-Start? (e.g. budgeting, cooking, DIY etc)

Is there any other information you would like to add?

Application Form for Volunteers

Home-Start North Somerset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

As volunteers are in a privileged position visiting families in their own homes and have contact with young children, Home-Start has a responsibility to ensure that no one becomes a volunteer who would misuse this trust. Therefore, it is essential that you complete and sign this form.

The Disclosure and Barring Service has a guide which provides a simple and clear explanation of the disclosure application process. The guide can be viewed online at www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/app-guide-dbs-form

Name:	
Have you had any personal contact with Social Services/Social Work Department or NSPCC in connection with children in your care? Have any of your children been subject to a child protection, child in need plan or common assessment framework (CAF)?	Yes/No
Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer? Please provide detail, continue on separate sheet if required.	Yes/No
Have you ever been dismissed from any paid or voluntary work?	Yes/No
Have you ever been arrested or had contact with the police for any type of criminal offence?	Yes/No
Are there any matters outstanding which may lead to a criminal prosecution?	Yes/No
<p>If you answer yes to any question please give details:</p> <p>If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer</p>	
I know of no reason why I would be unsuitable to be a Home-Start volunteer. I will report any changes in my circumstances which may affect my role*	Yes/No

* child/ren in care/criminal proceedings brought against me etc

Application Form for Volunteers

Home-Start North Somerset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

I give permission for Home-Start North Somerset, to carry out criminal record checks at enhanced level with the appropriate agency, and any other checks with the department of Health, Social Services or Department of Education.

I understand that my National Insurance number, passport and/or drivers licence may be required for identification purposes.

I understand that Home-Start may hold personal information about me in paper records and on their computer, including sensitive information such as age, race, sex and disabilities that they will use for their monitoring purposes. I agree to them holding this information and understand that it may be shared with Home-Start UK for Quality Assurance purposes.

I understand that I may ask to see my records at any time.

Signed: _____

Date: _____

As you will be completing an Enhanced Disclosure form detail of any criminal convictions or cautions found will be passed onto to Home-Start North Somerset Therefore it is important that you highlight any issue we need to be aware of on your application form.

If something is highlighted on your disclosure this will be discussed with you in confidence. Following the meeting a decision will be made whether we can proceed with your application.

If you have any questions please discuss this further with Julie Parson Senior Organiser
01934 419396

Please return your completed form to:

Home-Start North Somerset
Office Suite 6
Locking Road Business Park
110 Locking Road
Weston-Super-Mare
BS23 3HF

or

e-mail admin@home-startnorthsomerset.org.uk

Application Form for Volunteers

Home-Start North Somerset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Monitoring Information

Asian or Asian British	Black or Black British	White
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Irish <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Any other Black background Please specify _____	Any other white background Please specify _____
Any other Asian background Please specify _____		
Chinese or other ethnic group	Mixed	
Chinese <input type="checkbox"/>	Any mixed background Please specify _____	
Other <input type="checkbox"/>		

Application Form for Volunteers

Home-Start North Somerset is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Male

Female

Transgender