

# Application for Volunteering

---

**Your name**

**Date of Application:**



**Equality Statement**

Aim Up is committed in having a service that is person centred and ensuring that the Charity has systems and processes in place, which meet the needs of its service users and staff.

All staff will ensure that all service users are treated equally and fairly and that no individual will be judged or treated differently with regard to their ethnicity, gender, religious or belief system, disability, sexual orientation or their age.



**NOTES:**

1. Please contact us if you require an Application Form in an alternative format
2. Please complete in own handwriting
3. Please continue on a separate sheet of paper if you would like to expand on any question more fully

**STATE POSITION APPLIED FOR: - volunteer**

How did you hear about this vacancy?

**PERSONAL DETAILS:**

**(Mr/Mrs/Miss/Ms)**

**Surname:**

**First Name/s:**

**Address:**

**Telephone:**

**Email Address:**

**PERSONAL INFORMATION:**

Do you hold a current driving licence?

YES  NO

If you have any endorsements please give details on Page 4.

Do you have any criminal convictions?

YES  NO

If so, please provide details on Page 4

Have you received any cautions or county court judgements?

YES  NO

If so, please give details on Page 4.

Do you have any health problems/disabilities?

YES  NO

If "yes" please give details including any special arrangements required for interview and any reasonable adjustments that may be required to enable you to undertake the duties of the position?



**ACTIVITIES AND INTERESTS:**

Please give details of your main interest and leisure activities

---

---

**Convictions/Rehabilitation of Offenders Act /Barred Lists**

Because of the nature of the work for which you are applying, this position is exempt from the provisions of Section 4(2) of the REHABILITATION OF OFFENDERS ACT 1974 by virtue of the REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS) ORDER 1975. Applicants are therefore *not* entitled to withhold information about convictions which are ‘spent’ under the provisions of the Act. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the employer, and possibly, in criminal proceedings.

**Any information given will be completely confidential and will be considered only in relation to this application. The disclosure of a criminal record will not debar you from employment unless it is considered that the conviction renders you unsuitable.**

**Have you ever been convicted of a criminal offence by a court of law or cautioned by the police and is any prosecution against you pending? YES  NO**

If “yes”, please give full details, including relevant dates. Please detail any endorsements, road traffic or other convictions.

**Criminal Records – Disclosure Certificates**

The disclosure and Barring Service (DBS) has issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A disclosure Certificate relating to you ( at the standard, enhanced or enhanced with lists) will be requested from the DBS which will deal with all conviction, if any, including those which would otherwise be “spent”, as well as information (if any) such as details of cautions, reprimands, final warning and presence on “Barred Lists”. You will be advised of the type of certificate being requested, and asked to participate in the application process. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

**Immigration, Asylum and Nationality Act 2006**

Under the Act a person commits an offence if he employs another (“the employee”) knowing that the employee is an adult subject to immigration control and that:

- (a) He/she has not been granted leave to enter or remain in the UK or
- (b) His/her leave to enter or remain in the UK:-
  - (i) Is invalid
  - (ii) Has ceased to have effect whether by reason of curtailment, revocation, cancellation, passage time or otherwise, or
  - (iii) Is subject to a condition preventing him from accepting the employment

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Act is not being contravened.

**Are you eligible to work in the United Kingdom? YES  NO**

**Personal Declaration:**

---

---



I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents is true and correct, and

- I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose;
- I give permission for the processing of the personal data contained in this form for employment purposes;
- I understand that any false or misleading information could result in my dismissal.

Signed:

Date:

**For Official use only:**

- **Negative reference given?** YES  NO

If yes, show evidence of investigation and consideration of applicant's suitability to the role:

- **Service Users Involvement:**

Give details of the Service User that attended the interview and detail their opinion/view:

**Managers Signature:**

<b>Date of Application:</b>		
<b>Date Application acknowledged:</b>		
<b>Result:</b>		