

BUCKINGHAMSHIRE COUNTY COUNCIL VOLUNTEER DETAILS FORM



FOR WORK WITH CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS

PLEASE COMPLETE USING BLACK INK OR TYPE

DETAILS OF VOLUNTEER PLACEMENT:		
TITLE:	FORENAME (S):	SURNAME: Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS	
	HOME:	
POSTCODE:	WORK: May we contact you at work?	
E-MAIL ADDRESS:	MOBILE:	
	NI NO:	

Achievements, Personal Qualities and Skills

Please use this section to say why you are applying for this voluntary position

(Please continue on a separate sheet if necessary)

Please give details of how you have spent your time over the last 10 years including any training you have undertaken. Please give addresses relating to employment/education/training including any awards/qualifications earned.

Have you had any difficulties or challenges in working with children/young people?

Do you have any special skills, hobbies or interests that you are willing to use and share?

What do you expect to gain from voluntary work with us?

Availability (please tick appropriately)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

How did you find out about volunteering for Buckinghamshire County Council?

References

Please give details of two people who know you in a working / educational environment (paid or unpaid) or in a personal capacity. If you are a student give appropriate school or college referees.

We normally ask for references before we interview volunteers for placements.

If you were known to either of your referees by another name please give details:

1st Referee If this is your current employer, please confirm that we can contact before interview. Y/N

Name: _____

Position: _____

Address: _____

E-mail Address: _____

Tel: _____

In what capacity does the above know you?

2nd Referee

Name: _____

Position: _____

Address: _____

E-mail Address: _____

Tel: _____

In what capacity does the above know you?

Criminal Convictions – Rehabilitation of Offenders Act 1974

Buckinghamshire County Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an unspent conviction will not necessarily bar you from volunteering. This will depend on the circumstances and background to your offence(s). As Buckinghamshire County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered placements involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the placement is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have either in the UK or abroad, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action, or dismissal by the Authority and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the voluntary placement for which I am applying. I understand that the placement for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction, caution, reprimand may be considered 'spent'. Please tick as appropriate:

I do **not** have any criminal offences held against me

I **do** have criminal offences or prosecutions pending against me

If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your first meeting.

Signed _____ **Date:** / / _____

A copy of the Rehabilitation of Ex-offenders Policy is available from the People and Policy Department. Buckinghamshire County Council abides by the Criminal Records Bureau Code of Practice, a copy of which is available on request, or visit www.crb.gov.uk.

Declaration

I agree that any opportunity to volunteer with Buckinghamshire County Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Buckinghamshire County Council may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Buckinghamshire County Council is committed to the prevention, detection and elimination of fraud and corruption.

By signing this form, I acknowledge that my personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of recruitment, result in my being asked to leave my placement.

Signed: _____ **Date:** / / _____

Please note, you will be asked to sign this form when we meet with you.

Please send your completed application form to the address provided.

OFFICE USE ONLY:

APPLICATION RECEIVED:

ACTION TAKEN:

INTERVIEW DATE:

Monitoring



Buckinghamshire County Council operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to perform the role.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise organisations to ensure that discrimination does not occur.

The information you give is optional, confidential and is used for monitoring purposes only.

You do not have to answer these questions – it is your choice.

Volunteering Role:

Full name:

Gender:

Date of Birth: dd/mm/yyyy

Do you consider yourself to have a disability?

If yes, what is the nature of your disability?

If you have a disability or long term condition, please let us know of any arrangements which may need to be taken:

I. To assist you in applying for the voluntary role

II. To assist you in the voluntary role itself?

Are you currently employed by the County Council?

Religion. These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone, if this is the case, please use the last box.

- Buddhist
- Christian
- Hindu
- Muslim
- Sikh
- No religion
- Other

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background:

White:

British

Irish

Other

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Mixed Other

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Asian Other

Black or Black British:

Caribbean

African

Black Other

Chinese or Other Ethnic:

Chinese

Chinese Other

Other Ethnic Group