

St. Martin's Centre Volunteer Application Form

Name:
Address:

Tel:
Date of Birth

Special needs:

Is there a particular type of volunteering in which you would be interested at St. Martins Centre? The following list may be helpful to consider.

Please Tick.

- | | |
|--|---|
| <input type="checkbox"/> No preference | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Befriending | <input type="checkbox"/> Newsletter production |
| <input type="checkbox"/> Making tea | <input type="checkbox"/> DIY/Maintenance |
| <input type="checkbox"/> Help with a game activity | <input type="checkbox"/> Help with lunches |
| <input type="checkbox"/> Lead a game activity | <input type="checkbox"/> Help with a gardening activity |
| <input type="checkbox"/> Help with an art/craft activity | <input type="checkbox"/> Lead a gardening activity |
| <input type="checkbox"/> Lead an art/craft activity | <input type="checkbox"/> Help on outings |
| <input type="checkbox"/> Management Committee | <input type="checkbox"/> Other (please state) |

.....

Do you have any other particular interests or skills you hope to use or gain in your volunteering with us?

.....

.....

Is there any task that you would not like to do?

.....

Work or Voluntary Experience:

.....

.....

(work/vol. experience. cont)

.....
.....

Why would you like to volunteer at St. Martins?

.....
.....

Availability - at what time are you interested in volunteering?

- Flexible Mornings Afternoons Other.....

How often would you be interested in volunteering?

- Once per week Once per 2 weeks Occasionally
for outings

References

We work with vulnerable older people, and consequently it is our policy to obtain references for both paid and volunteer staff. Could you please give the names and addresses of two people who we could approach for references. These people should have known you for at least one year, and should not be a close relative or a person under the age of 18. It is advisable to ask their permission first.

Names and addresses of 2 referees.

Because of our work with vulnerable older people, you are required by the Rehabilitation of Offenders Act 1974 to declare all criminal convictions, including spent convictions. Having a conviction will not necessarily prevent you from becoming a volunteer, but we will need to talk about it. (**See NOTICE TO APPLICANTS**)

Have you ever been convicted of a criminal offence YES/NO

If yes, please give details

In addition, it is the policy of St. Martins Centre to enact checks on all new volunteers. Any new volunteer will, therefore, be employed subject to the Disclosure and Barring Service (DBS) being approached for disclosure of records. Under the law, we would be required to treat such disclosure with the strictest confidence.

IF OFFERED A POSITION AS A VOLUNTEER BY ST. MARTINS CENTRE,
WOULD YOU BE WILLING TO APPROACH THE DBS FOR DISCLOSURE OF
ANY CRIMINAL RECORDS YOU HAVE HELD?

YES/NO

Would you mind telling how you came to know about St. Martin's Centre - it may help us in further recruitment.

SignedDate

Please send completed form to;

Andrew Drury
St. Martin's Centre
St. Martin's Church
Suez Road
Cambridge
CB1 3QD

Thank you for your completed form, it will be treated in confidence. We will be in touch.

NOTICE TO APPLICANTS

RE: CONVICTIONS AND “SPENT” CONVICTIONS OF A CRIMINAL NATURE

You will appreciate that St. Martin’s Centre, being responsible for the provision of services to vulnerable older people, must be particularly careful to enquire into the character and background of applicants for appointment to both paid and volunteer posts involving working with this vulnerable group. It is therefore essential that, in making your application, you disclose whether you have been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Re-habilitation of Offenders Act, 1974, by virtue of the Re-habilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of being given a paid or voluntary position, any failure to disclose such convictions could result in dismissal from St. Martin’s Centre. The fact that conviction(s) have been recorded against you will not necessarily debar you from consideration for this appointment.

You must, therefore, answer the question on the application form: “Have you ever been convicted of a criminal offence? (Please answer “Yes” or “No”). If the answer is “Yes”, you must give details, which may, if you wish, be enclosed in a separate, sealed letter marked “Confidential” and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions for which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants’ integrity but is necessary to protect the public and St. Martin’s Church and Centre.

A copy of this notice will be sent to your referees.

NOTICE TO REFEREES

The above notice has been given to the applicant who has given your name as a Referee. The effect of the exemption mentioned in the notice is to make it possible for you to reveal any information you may have concerning convictions which would otherwise be considered as “spent”, in relation to this application and which you consider relevant to the applicant’s suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of this applicant for a position where such an exemption is appropriate.