

Romsey Mill Trust

Volunteer Application Form

To be completed prior to interview

If you need help completing this form, please tell us.

Area of work:	Interviewed by:
<input type="checkbox"/> Transitions
<input type="checkbox"/> SIP
<input type="checkbox"/> Aspire
<input type="checkbox"/> CC or Crèche
<input type="checkbox"/> YPP
Start Date

Romsey Mill is a Christian Youth and Community Centre, which is committed to the promotion of equal opportunities in its employment practice and acceptance of all people.

1. Personal Details

Full Name _____

Address _____

Tel (day) _____ (eve) _____ Mobile _____

E Mail _____ Emergency Contact no. _____

Date of Birth _____ Occupation _____

If you are a student: home address _____

Have you ever been convicted of a criminal offence? Yes / No

Do you hold a current driving licence? Yes / No

Do you have access to a car, which could be used for Mill activities? Yes / No

2. What area of work interests you?

Children's centre Activities

YPP Crèche

Transitions

Aspire

Social Inclusion

Teenage parents

Other _____

* Some previous experience is preferred.

Does anything else limit your availability?
(e.g. shifts, term dates) _____

How long do you anticipate being able to volunteer? _____

When are you able to start? _____

At what times are you available?

	morning	afternoon	evening
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			



3. Please give details of any relevant experience, interests and qualifications (e.g. First Aid, I.T. skills).

Are you employed by or a student at Cambridge University or affiliated organisation? YES/NO

4. How did you hear about Romsey Mill? Why are you interested in volunteering?

5. Do you have any health or medical problems that it may be helpful for us to know about?

6. References

Please give details of two people who are **not** relatives, preferably a previous employer or other voluntary group in a similar role working with young people or children as appropriate, who can give a reference as to your suitability for this kind of work.

Name: _____ Name: _____

Address: _____ Address: _____

Tel No: _____ Tel No: _____

Relationship to you _____ Relationship to you _____

How long have they known you? _____ How long have they known you? _____

7. I agree to Romsey Mill doing a check with the Criminal Records Bureau Yes / No

Signed: _____ Date: _____

Volunteering at Romsey Mill involves substantial opportunity for access to children and young people. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. Romsey Mill is also entitled, under arrangements introduced by the Home Office for the protection of the public, to check with the Criminal Records Bureau for the existence and content of any criminal record of the **successful** volunteer applicant.

The disclosure of a criminal record will not debar you from volunteering unless it is considered that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago, and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Equal Opportunities Policy. Failure to declare a conviction may, however, disqualify you from volunteering or result in summary dismissal if the discrepancy comes to light.

If you would like to discuss whether a conviction you would have had would debar you from working with children, you may telephone Cambridge (01223) 566091 and speak to the Chief Executive Officer, whom you may ask, in confidence, for advice.

A Police Computer Record Check will be made on all applicants for work with children and young people. All applications are treated in confidence.



Romsey Mill Trust, Hemingford Road, Cambridge CB1 3BZ

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ROMSEY MILL
STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

The post for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. If you are invited to attend for interview you will be required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Act.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. Romsey Mill is also entitled, under arrangements introduced by the Home Office for the protection of the public, to check with the Criminal Records Bureau for the existence and content of any criminal record of the **successful** applicant.

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December 2008