

Romsey Mill Trust Volunteer Application Form

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

Romsey Mill is a Christian youth charity 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

At what times are you available?

	9am-1pm	1-5pm	5-9pm
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

2. What area of work interests you?

- ☐ Youth Development Team
- ☐ Aspire
- ☐ Family work/ Under 5's
- ☐ Preschool
- ☐ Young Parents Programme
- ☐ Charity Shop
- ☐ Other _____

Does anything else limit your availability?

(eg. shifts, term dates) _____

How long do you anticipate being able to volunteer? _____

When are you able to start? _____

OFFICIAL USE ONLY

Area of work: _____ Interviewed by: _____ Form received: _____ Start Date: _____

YDT _____ Date of interview: _____ Agreed working hours: _____

Aspire _____ DBS date: _____

CC _____ DBS number: _____

PG _____ Reference 1 received date: _____ End Date: _____

YPP _____ Reference 2 received date: _____

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

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 who can give a reference as to your suitability for this kind of work. The referee should be someone who's known you for at least two years.

Name:

Name:

Address:

Address:

E-mail: _____

E-mail: _____

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.