

**Children's Services
Volunteer Application Form**

Thank you for your interest in volunteering for Barnardo's. The information you provide in this application form will help us to decide how you might be able to help us. It is really helpful if you can give us as much information as possible about your experiences, interests and availability to volunteer. If you have any questions about this form, please do not hesitate to contact us on the details at the end of this form.

Part 1 – The volunteer role you are applying for

Role title:

Name of Project/Service/Team:

Location:

Part 2 - Personal information

First name(s):

Surname:

Title: Mr/Mrs/Ms/Miss

Home Address:

Daytime phone number:

Evening phone number:

(if different)

Mobile phone number:

Postcode:

email address:

Date of Birth:

National Insurance No:

Part 3 – How did you hear about volunteering?

- | | |
|--|---|
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Media (radio, TV, newspaper) |
| <input type="checkbox"/> School, college, university | <input type="checkbox"/> Leaflet or poster |
| <input type="checkbox"/> Event | <input type="checkbox"/> Volunteer Centre |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Event, talk or presentation about Barnardo's |
| <input type="checkbox"/> Other - please give details | |

Part 4 - Your interests and reasons for applying to volunteer

What do you hope to gain from volunteering with Barnardo's?

Please tell us about any hobbies or interests you have that might be relevant to the role you have applied for.

Part 5 – Your availability

What days and times would best suit you and how often would you be able to volunteer?

Part 6 – Your skills and experience

Please tell us about any paid/voluntary work experience you have which may be relevant to this role.

Please tell us about any skills, qualifications or training courses that you have which may be relevant to this role.

Please tell us about any qualifications or training you are currently studying for.

Barnardo's sometimes needs volunteers with particular skills. Do you have any of the following skills? *Tick any of the boxes which apply:*

- | | | |
|--|---|---|
| <input type="checkbox"/> Sign language | <input type="checkbox"/> Makaton | <input type="checkbox"/> MiDAS mini-bus driving certificate |
| <input type="checkbox"/> Driving licence (car) | <input type="checkbox"/> First aid | <input type="checkbox"/> Basic food hygiene |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Languages (other than English) | |

Please state which languages you speak

Do you have any other skills you would like to share with Barnardo's? ☐ Yes ☐ No

If yes, please give details below

Part 7 - References

Please provide details of two people who have known you for at least two years that we can ask for references regarding your work/studies/experience and your suitability to volunteer with Barnardo's. Wherever possible, these should be current/past employers, places you have volunteered or a teacher/tutor/social worker. If you are unable to provide referees from these areas, please note this and we will contact you to identify appropriate referees.

(1) Title: Mr/Mrs/Ms/Miss

Name:

Address:

Postcode:

Tel No:

Email address:

Occupation:

How do you know this person?

When did you last have contact with this person?

(2) Title: Mr/Mrs/Ms/Miss

Name:

Address:

Postcode:

Tel No:

Email address:

Occupation:

How do you know this person?

When did you last have contact with this person?

Part 8 - Support and health needs

Do you have any disabilities, health needs or extra support needs that we should be aware of when organising your volunteering?

☐ Yes ☐ No

If yes, please give details to help us to plan your volunteering:

Part 9 - Emergency contact details

Please give details of someone we may contact in an emergency if needed:

Full name:

Address:

Tel No.(s) Day: Evening: Mobile:

How are you related to this person?

Part 10 - Declaration of Criminal Records and Disqualifications

As a children's charity, we have a duty to protect the children, young people and families with whom we work. The volunteer role you have applied for will impact on what information you are required to disclose under the Rehabilitation of Offenders Act 1974 and/or the Childcare Act 2006. For the volunteer role you have applied for, please declare any criminal convictions as follows:

☐ Volunteer roles that do not involve working with children or vulnerable adults– please complete part 10A

☐ Volunteer roles working with children and vulnerable adults - please complete part 10B

Part 10A –Volunteer roles that do not involve contact with children or vulnerable/protected adults

Have you ever been convicted of a criminal offence? (You do not need to disclose convictions deemed as 'spent' under Rehabilitation of Offenders legislation)

☐ Yes ☐ No

If YES, please give details of all offences, sentences and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the Volunteer Co-ordinator.

Part 10B – Volunteer roles working with children or vulnerable/protected adults

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')? (For roles in England and Wales, please read the 'criminal record information' guidance in the covering letter on which information to disclose before answering this question).

☐ Yes ☐ No

Are you disqualified from working with children or vulnerable/protected adults?

☐ Yes ☐ No

Are you aware of any police enquiries following allegations made against you, which may have a bearing on your suitability for the role?

☐ Yes ☐ No

If 'YES', please give details of all offences, penalties, and/or police enquiries and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of the Volunteer Co-ordinator.

I understand that the relevant checks for the role I am applying for will be sought.

☐ Yes ☐ No

England and Wales only – Are you registered with the DBS Update service?

☐ Yes ☐ No

Part 11 - Data protection

At Barnardo's we value your support and promise to respect your privacy. The data we gather and hold is managed in accordance with the Data Protection Act (1998). We will not disclose, or share, personal information supplied by you with any third party organisation without your consent. We would like to keep you informed about the vital work we do and of volunteering opportunities that may be of interest to you, however if you do not wish to receive this information please let us know by ticking this box. ☐ (NB If you are already a supporter of Barnardo's you will continue to receive appropriate information from us).

Part 12 - For Parents/Guardians of volunteers under 16 only

☐ I give permission for the above person to volunteer with Barnardo's and for Barnardo's to hold their details on file.

☐ I understand that Barnardo's will ask the above person to agree to adhere to all relevant policies and procedures and to sign forms during training appropriate to their role.

Signed:

Print name:

Date:

Relationship to prospective volunteer:

Part 13 - Declaration

I understand and agree that data contained in this application form will be used for volunteer recruitment purposes and will be held on a computer database. I also agree to Barnardo's holding this form in paper format in a secure area.

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in my services to be terminated.

Signed:

Date:

Print name:

Are you aged under 16? ☐ Yes ☐ No

If you answered yes, please ensure that part 12 is completed

Many thanks for taking the time to complete this form. Please return your completed form to (name and address):

Louise Rawe, Dundee Volunteer Co-ordinator

Barnardo's Family Support Team, 14 Dudhope Street, Dundee, DD1 1JU

Please contact the following person for any queries regarding your application to become a volunteer (name/telephone no/e-mail address):

Louise Rawe Tel: 01382 205968 louise.rawe@barnardos.org.uk

For office use only:

Role:

Base:

Cost Centre:

Date sent:

Date returned:

Estimated hours: per week or per year

CONFIDENTIAL: Equal opportunities monitoring

You do not have to complete this part of the form but if you would like to do so, the information would be very helpful to us. The information will only be used to provide us with statistics to show us where we need to target our volunteer recruitment. This will help us to make sure that Barnardo's welcomes volunteers from all areas of society, and will mean that we are better able to help some of the most vulnerable children and young people in the UK.

Please tick the boxes that apply to you.

How would you describe your religion or belief?

☐ Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

☐ Buddhist

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ Any other religion

☐ None

☐ Prefer not to say

Do you have a disability?

☐ Yes

☐ No

How would you describe your cultural or ethnic origin?**A. White**

☐ British

☐ Welsh

☐ English

☐ Irish

☐ Scottish

☐ Northern Irish

☐ Gypsy/Traveller

☐ Any other

white background

B. Mixed

☐ White & Black Caribbean

☐ White & Asian

☐ White & Black African

☐ Any other mixed background

C. Asian

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Chinese

☐ Any other Asian background

D. Black or Black British

☐ Caribbean

☐ African

☐ Any other black background

E. Other ethnic group

☐ Arab

☐ Any other ethnic background

For volunteers 16 years and over only:

How would you describe your sexual orientation?

☐ Bisexual

☐ Gay man

☐ Gay woman/lesbian

☐ Heterosexual/Straight

☐ Prefer not to say

☐ Other

For volunteering positions in Northern Ireland only:

Please indicate the community to which you belong

☐ I am a member of the Protestant community

☐ I am a member of the Roman Catholic community

☐ I am a member of neither the Protestant nor the Roman Catholic community

For volunteering positions in Wales only:

Are you Welsh speaking?

☐ Yes

☐ No

Thank you for providing this information