

# **VOLUNTEER APPLICATION FORM**

Once completed email to [info@familyfriends.uk.com](mailto:info@familyfriends.uk.com)

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| --- | --- |
| *Office use only:* |  |
| *Date* | *Notes* |
|  |  |

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| **Are you eligible?** | |
| **For reference and police checking purposes we require that volunteers have lived in the U.K. consistently for the last 2 years. As a Registered Body with the Disclosure and Barring Service (DBS) we adhere to the latest Code of Practice under section 116A of the Police Act 1997 last updated 16 November 2015.** | |
| Have you resided in the UK for the last 2 years? (Y/N) |  |
| If yes, have you travelled outside of the UK for more than 90 days throughout the last two years? (Y/N) |  |
| If yes, have you travelled outside of the UK for more than six months throughout the last two years? (Y/N) |  |
| Are you 23 years or over? (Y/N) |  |

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| **Personal details** | |
| Title |  |
| First name |  |
| Surname |  |
| Home address |  |
| Home telephone |  |
| Mobile |  |
| Email |  |
| Date of Birth | Click here to select your D.O.B |

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| **Emergency contact** | | |
| Name and relationship to you |  | |
| Contact Number |  | |
| **Are you a parent?** | | |
| Yes ☐ | No ☐ | |
| If yes, how many children do you have and what are their ages | | |
|  | Gender | Age |
| Child 1 |  |  |
| Child 2 |  |  |
| Child 3 |  |  |
| Child 4 |  |  |
| Child 5 |  |  |
| Child 6 |  |  |
|  |  | |
| If you are not a parent, please can you tell us about your experience with children, (this can be in a work capacity, as a volunteer or with family and friends): | | |

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| **Further details** | | | | | |
| How did you find out about Family Friends? | | | | | |
| Why would you like to volunteer with Family Friends? | | | | | |
| Please give details of any relevant courses or qualifications you have undertaken (please note that previous experience is NOT an essential requirement): | | | | | |
| **Course** | | **Date Completed** | | **Result** | |
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| **Employment history** | | | | | |
| Please give details of your employment and voluntary history for the last five years. (Please explain any gaps from employment). If your employment / voluntary history covers a period of less than five years, please explain what you were doing e.g. unemployment / raising a family / full time education. (please note that previous experience is NOT an essential requirement). If you have worked with children or young people in the last 10 years, please give details. | | | | | |
| **Name, address and**  **type of business** | **Dates of employment**  **from - to** | | **Job title**  **and**  **main duties** | | **Reason for leaving** |
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| **General** | |
| Briefly describe any experience and skills that you would bring to Family Friends: | |
| Interest/Hobbies: | |
| Languages spoken |  |

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| **Availability** | | | | | | | |
| If recruited by Family Friends, you will be supporting a family for two hours every week. When might you be able to give these hours? Please list all available time slots | | | | | | | |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning** | **☐** | **☐** | **☐** | **☐** | **☐** | **☐** | **☐** |
| **Afternoon** | **☐** | **☐** | **☐** | **☐** | **☐** | **☐** | **☐** |
| **Evening** | **☐** | **☐** | **☐** | **☐** | **☐** | **☐** | **☐** |

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| **Criminal convictions** | |
| Criminal Convictions:  Due to the nature of our work, Family Friends is unable to take on volunteers who have a conviction less than 10 years old, custodial or non custodial. Driving offences may be exempt from this.  The volunteer role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. When answering the following questions you must therefore disclose any cautions and criminal convictions, even those considered “spent” for other purposes. All information supplied will be treated in the strictest confidence and will be used for this volunteer application only.  Have you ever been convicted of an offence or received a caution in any criminal proceedings in any country? *For motoring offences, please answer yes only if it resulted in a disqualification.* | |
| Yes ☐ | No ☐ |
| Please put dates and details: | |

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| **Referees** | |
| Please give names, addresses and telephone numbers of the following**:**   1. **one professional referee** from your direct line manager/supervisor at your current employer or if you are not currently employed, from your most recent employer. If your current employer will only provide employment dates, please also give a personal referee who is a member of a professional body e.g. teacher, J.P. accountant, surveyor, lawyer etc. and is not a family member. 2. **one personal referee** (e.g. a friend; NOT a family member). 3. If you have been employed as a volunteer or as staff in an organisation that works with children within the last 10 years, we also require **one referee from each organisation.**   It is important that your professional referee has known you for **at least six months** and your personal referees for **at least two years.** We will write to all your referees after you’ve been accepted to our training course.  It is your responsibility to ensure that we receive the completed reference forms from your referees. Please can you make sure that your professional reference includes a letter head, business card with the reference or marks the form with a company stamp. | |
| **Referee One – professional:** |  |
| Name |  |
| Company |  |
| Position in company |  |
| Company Address |  |
| Work Email |  |
| Contact telephone number |  |
| **Referee Two – personal:** |  |
| Name |  |
| Address |  |
| Email |  |
| Contact telephone number |  |
|  |  |
| **Referee Three – personal (from a member of professional body) or voluntary/professional work with children:** |  |
| Name |  |
| Address |  |
| Email |  |
| Contact telephone number |  |

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| **Declaration** | |
| Appendix 1DECLARATION REGARDING CONTACT WITH CHILDRENIn strict confidence **I hereby declare that I have not:**   1. **Had a child removed from my care or been disqualified from keeping children;** 2. **Been subject to an order or been convicted of an offence concerning a child;** 3. **Had a child put into care with parental rights and powers invested in a Local Authority;** 4. **Been refused registration as a childminder, day nursery or play group or had such a registration cancelled;** 5. **Had an application to become a foster parent or adopter refused or cancelled.** 6. **Been barred from working with children or vulnerable people.**   **I certify that the above statements are true.** | |
| **Signature** |  |
| **Name (please print)** |  |
| **Date** |  |

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| **Staff & Volunteer Recruitment – Equal Opportunities Monitoring Form** | | | | | | | | | | |
| Family Friends is committed to promoting equal opportunity in recruiting and delivery of services to our staff and volunteers. We are attempting to collect information about sex, age and ethnicity to be used for statistical purposes only. This form is to be completed voluntarily and will be separated from your personal application. If you do not wish to provide this information, there is no penalty and you will be treated the same as all other applicants. Thank you for helping us to assess the equality and comprehensiveness of Family Friends’ recruitment and services. | | | | | | | | | | |
| **Race and Ethnicity**  How would you describe your race and ethnic group? | | | | | | | | | | |
| **White** | | | | | | **Mixed Raced** | | | | |
| British | **☐** | | Other European | | **☐** | Black & White British | | **☐** | Black & White African | **☐** |
| Irish | **☐** | | Other | | **☐**Please Specify | Black & White Caribbean | | **☐** | Black & Asian | **☐** |
| **Black** | | | | | | Asian & White | | **☐** | Other | **☐** |
| British | **☐** | | African | | **☐**Please Specify | **Any other group** | | | | |
| Afro Caribbean | **☐** | | Other | | **☐**Please Specify | Moroccan Arab | | **☐** | Other Arab | **☐** |
| **Asian** | | | | | | Chinese | | **☐** | Filipino | **☐** |
| African Indian | **☐** | | Pakistani | | **☐** | Other | | **☐** Please Specify | | |
| Indian | **☐** | | Bangladeshi | | **☐** |  | | | | |
| Other | **☐** Please Specify | | | | |
| **Faith**  What is your faith or religious belief? | | | | | | | | | | |
| Christian | | **☐** | | | | Sikh | **☐** | | | |
| Muslim | | **☐** | | | | Other | **☐** Please Specify | | | |
| Jewish | | **☐** | | | | No religion | **☐** | | | |
| Buddhist | | **☐** | | | | Do not want to state | **☐** | | | |
| Hindu | | **☐** | | | |  | | | | |
| **Gender** | | | | | | | | | | |
| **☐** Male | | | | **☐** Female | | | | **☐** Transgender | | |

**Thank you for completing this form**