



## Volunteer Application Form

### APPLICATION FORM FOR VOLUNTARY WORK WITH VULNERABLE ADULTS

Name of place of organisation:

REPLENISH U.K.

We ask all prospective workers with vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the place of worship/organisation, unless requested by an appropriate authority.

#### 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

\_\_\_\_\_

Maiden/Former Name(s):

\_\_\_\_\_

Date and place of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Address :

\_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates:

From/To \_\_\_\_/\_\_\_/\_\_\_ \_\_\_\_/\_\_\_/\_\_\_ From/To \_\_\_\_/\_\_\_/\_\_\_ \_\_\_\_/\_\_\_ ++/\_\_\_

Previous \_\_\_\_\_ Previous \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Post Code \_\_\_\_\_

Please tell us about your Christian experience/experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

---

---

Please give details of previous experience of looking after or working with vulnerable adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

---

---

---

---

Have you ever had an offer to work with vulnerable adults declined?

YES                      NO (Please tick)

If yes, please give details

---

---

---

## 2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

**3. Are you currently working in any other care position in either a voluntary or paid capacity?**

If yes please give details:

Name of the organisation: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Tel no: \_\_\_\_\_

Details of duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. References**

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your leader of place of worship/line manager. We reserve the right to take up character references from any other individuals deemed necessary.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Post Code \_\_\_\_\_

Tel No \_\_\_\_\_ Tel No \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Place of worship leader/ line manager

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Tel no: \_\_\_\_\_

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to \_\_\_\_\_ (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with vulnerable adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-declaration Form to the Recruiter in a separate, sealed envelope.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

## Self-declaration Form for a Position Requiring a Disclosure

### STRICTLY CONFIDENTIAL

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: Rebecca Johnson

---

(Name of Recruiter/responsible person in place of organisation processing Criminal Records Disclosure checks)

Address: 1 Station Cottages, Station Road, Wickham Bishops, Witham, CM8 3JD

---

---

Appointment applied for: Pastoral care Worker

---

### CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes                      No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

---

---

---

## POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)\*?

Yes  No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

---

---

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes  No (please tick)

If yes, please provide details, we will need to discuss this with you.

---

---

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes  No (please tick)  If yes, please give details.

---

---

## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

---

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work

Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NB: Those applying for work with vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>  
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

\*\*[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/148542/rehabilitation-offenders.pdf.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf)

## LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

### Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding

Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1<sup>st</sup> December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>

### **Notes for Scotland Only - Children and Young People**

Under the Protection of Children (Scotland) Act 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Section 1 of the Act) or:

- Those included (other than provisionally) in the Disqualified from Working with Children List established under Section 1 (1) of the Protection of Children (Scotland) Act 2003;
- Individuals considered unsuitable to work with children in the List kept under the Protection of Children Act 1999; [Now DBS List]
- Individuals prohibited from teaching under Section 142 of the Education Act 2002, held on the DfE List 99.[Now DBS List]
- Individuals subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

Under the Protection of Children (Scotland) Act 2003 (Section 11) it is an offence for an individual who is disqualified from working with children (as outlined above) from applying for, offering to do, or accepting any work in a child care position.

The Protecting Vulnerable Groups Scheme (PVG Scheme), which is administered by Disclosure Scotland delivers on the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 by:

- helping to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour,
- being quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required,
- striking a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.
- 

Ref: <http://www.disclosurescotland.co.uk/>

Volunteer application form.

**Availability**

How often would you be available? (Please circle) weekly / fortnightly

On what days:

Mondays between .....and .....

Tuesdays between ..... and .....

Wednesdays between.....and .....

Thursdays between.....and.....

Fridays between.....and .....

Saturdays between.....and .....

Sundays between.....and.....

**Preference**

Do you have any geographical restrictions? I.e. would you be willing to travel to other locations?

Do you have any particular hobbies or interests?

What do you hope to get out of volunteering for replenish UK

Are there any areas or types of mental health that you would prefer not to work with?