

FAREHAM COMMUNITY ACTION

APPLICATION FOR VOLUNTEERING

STRICTLY CONFIDENTIAL

Please return form to Volunteer Bureau, 5 Osborn Road South, Fareham, PO16 7DF : Any queries? 01329 231899

First name (s)	Surname
Gender: Male Female	Are you over 18? Yes No
Proposed Volunteering role.....	

Address & Contact	
No. / Street.....
.....	Town.....
County.....	Post Code.....
Telephone Number (as appropriate)	
(day).....	(evening)
E-Mail.....	

Skills and Experience
Relevant Skills
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.....
.....
.....
Relevant Experience
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.....
.....
.....
Computer Skills & Experience
.....
.....

Have you done any volunteering before?

Which Organisation

Dates

What role

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.....

Current Employment Status.....

First language spokenOther language(s) spoken

The Time you are Offering

Volunteering can be for short or longer projects; some roles need to be done at a fixed time others are totally flexible; all offers to help are welcome so we ask:

Do you envisage a short (1 to 3 months), medium (6 to 12 months) or longer term volunteering role?

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Time Available (*in general or specific terms*) Days Times of day Total hours per week

Your Introduction

Who did you first speak to about volunteering in Fareham; or how did you find out about the Volunteer Bureau?

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Why is it that you wish to volunteer? (*Please Tick and /or Comment on one or more*)

Use spare time Meet other people Develop some skills

Contribute to 'Community Building' Other reasons Please also add a comment

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Besides the time you have indicated above, are there any limitations on your offer to volunteer, sometimes volunteers have to change routine for childcare, caring, health or employment reasons?

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Confidentiality

Much of the work of Fareham Community Action involves working with people and sometimes personal information becomes available; would you be prepared to sign a 'confidentiality agreement' ? Yes / No

Criminal Record

Fareham Community Action aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications so that we maintain a creative organisation of diverse views. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from working with us. This will depend on the circumstances and background to your offence(s).

Fareham Community Action meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Many of the volunteering roles involve contact with or availability of information about vulnerable people, volunteers in those roles will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

We require unspent convictions to be declared and will consider their relevance in the light of the policy which is outlined above.

One of the following (a or b) must be crossed out by our co-ordinator before you answer.

a) Do you have any unspent criminal convictions Yes No

b) Do you have any criminal convictions, including ones regarded as spent Yes No
if Yes please give details, date and nature of offence(s), below

Health Matters

Prior to starting as a volunteer you will be asked about your health status as is relevant to the volunteering role.

The reason we ask is that in terms of Health and Safety, it is important that Fareham Community Action does not place you in the wrong role. A disability or health problem does not necessarily exclude you from volunteering with Fareham Community Action and applications from people with disabilities are welcomed. In order to ascertain your suitability to work on a Fareham Community Action project, Fareham Community Action requires information about your health.

Do you consider yourself covered under the terms of the Disability Discrimination Act 1995? Yes / No

If Yes, what is the nature of your disability? Please give details. Do you have any allergies or other health matters that Fareham Community Action should be aware of? If preferred, complete a separate sheet and attach it to the application form in a sealed envelope.

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Are there any reasonable adjustments Fareham Community Action could make to better enable you to volunteer at your chosen project?

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It is important that you inform Fareham Community Action if you should suffer from any illness in the future that may affect your ability to volunteer for the organisation or that would put others at risk..

Agreed

As a volunteer you will automatically receive mentoring / supervision; would you consider that you will need any other type of support needs. No Yes

References

If you have already provided referees at the Volunteer Bureau recently please tick and we will refer to them rather than take-up new ones. **C**

Please provide two referees. They should not be directly related to you and you should preferably have known them reasonably well for at least two years on a personal level. They should be over 18 years of age. 'Reasonably well' in this context means meeting with a person on business or socially from time to time.

1. Name:

Address:

Town:

County: Relationship:

Post code: Telephone No. (day):

2. Name:

Address:

Town:

County: Relationship:

Post code: Telephone No. (day):

Personal Declaration

I confirm that the personal information supplied is accurate.

I am willing to abide by the rules and uphold the values of Fareham Community Action.

I understand that my work with Fareham Community Action may involve issues and situations of a sensitive nature and I agree to maintain confidentiality at all times.

Signature..... Date