Volunteer Application Form

Home-Start North East Aberdeenshire

Thank you for enquiring about volunteering with Home-Start North East Aberdeenshire. Included in this pack, is an application form and some general information about our service and what we offer local families.

Home-Start NEA is committed to safe recruitment practice as an important part of our policies regarding safeguarding and protecting children and vulnerable adults. In order to comply with this, once your application has been accepted, we will apply for a PVG (Protection of Vulnerable Groups) certificate. If you have any queries about this, please speak to our co-ordinators.

Any information given in this application is dealt with under our GDPR and confidentiality policies.

If you require any assistance in completing this form, please ask the Home-Start Co-ordinator for assistance.

Many Thanks

Melinda Stewart

Crimond Medical and Community Hub

Logie Avenue West

Crimond

AB43 8QJ

01346 532007

|  |  |  |
| --- | --- | --- |
| Full Name |  | |
| Address including postcode |  | |
| If you have been at this address less than five years, please give previous address |  | |
| Home telephone no: | | Mobile telephone no.: |
| Email Address: | | |
| Date of birth: | | Place of birth: |
| Emergency Contact name and phone no | |  |
| REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative) include at least one professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start.  **Please ask permission prior to submitting referees details and confirm full address.** | | |
| Referee 1 – time known this person  In what capacity? | | Referee 2 - time known this person  In what capacity? |
| Name:  Address:  Postcode:  Email:  Telephone: | | Name:  Address:  Postcode:  Email:  Telephone: |

|  |
| --- |
| Please tell us about any relevant experience you may have. We are looking for volunteers with parenting or similar experience, other volunteering roles etc. |
|  |

|  |
| --- |
| How did you hear about Home-Start? |
|  |
| Why would you like to become a Home-Start volunteer? |
|  |

As volunteers are in a privileged position visiting families in their own homes and have contact with young children, Home-Start has a responsibility to ensure that no one becomes a volunteer who would misuse this trust. Therefore, it is essential that you complete and sign this form.

For further information contact Disclosure Scotland at [www.disclosurescotland.co.uk/](http://www.disclosurescotland.co.uk/)

|  |  |
| --- | --- |
| Have you had any personal contact with Social Work Services in connection with children in your care? Have any of your children been place on a child protection register, subject of a supervision order, integrated/common assessment framework | Yes/No |
| Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer?  Please provide detail, continue on separate sheet if required. | Yes/No |
| Have you ever been dismissed from any paid or voluntary work? | Yes/No |
| Have you ever been arrested or had contact with the police for any type of criminal offence? | Yes/No |
| Are there any matters outstanding which may lead to a criminal prosecution? | Yes/No |
| If you answer yes to any question please give details:  If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer. | |
| I know of no reason why I would be unsuitable to be a Home-Start volunteer.  I will report any changes in my circumstances which may affect my role. | Yes/No  Yes/No |

* I give permission for Home-Start NEA, to carry out PVG check at an enhanced level.
* I understand that I will need to produce ID for identification purposes including address verification.
* I understand that Home-Start may hold personal information about me in paper records and on their computer, including sensitive information such as age, race, sex and disabilities that they will use for their monitoring purposes. I agree to them holding this information and understand that it may be shared with Home-Start UK for Quality Assurance purposes.
* I understand that I may ask to see my records at any time.

Signed: Date:

As you will be joining the Protection of Vulnerable Groups scheme detail of any criminal convictions or cautions found will be passed onto to Home-Start North East Aberdeenshire. Therefore it is important that you highlight any issue we need to be aware of on your application form.

If something is highlighted on your disclosure we will discuss this with you in confidence. Following the meeting a decision will be made whether we can proceed with your application.

If you have any concerns please discuss this further with our co-ordinators.

**For Office use only**

|  |  |  |
| --- | --- | --- |
| Interview date | | |
| Reference requested | 1 (date) | 2 (date) |
| Reference received | 1 (date) | 2 (date) |
| PVG requested | Date received | No. |
| Prep course completed (date): | | |
| Safeguarding & promoting welfare of children code of conduct signed(date): | | |
| Info given, health & safety, personal safety(date): | | |