



Volunteer Application, Registration and Declaration Form

Thank you for your interest in volunteering with us at Alford House!

If you would like to know more or have any questions about how Alford House works before returning your form, please don't hesitate to contact us.

Email: tim@alfordhouse.org.uk

Telephone: 020 7735 1519

We look forward to receiving your application very soon.

Introduction

Alford House operates a Safeguarding Policy to safeguard the welfare of all young people by taking all reasonable steps to protect them from physical, sexual and emotional harm. Because of this we ask all those who wish to work at our club to fill in this form and supply details of references as requested.

The work which our volunteers, trustees and committee members undertake involves work and contact with children and young people and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, however old, must be declared. All information given will be treated in the strictest confidence (See note 2) and will not be used to discriminate against you unfairly. Please note that our process involves carrying out a check with the Disclosure and Baring Service. By signing this form you give permission for us to contact your referees and permission to access the register, and records detailed above.

Your Full Name:	
Your Address:	
Post Code:	
Home Telephone no:	
Mobile Telephone no:	
E-mail:	
How many years at this address?:	
If less than 5 years please give details of previous addresses:	
Date of birth:	
Place of birth, Nationality:	
Please give any other names by which you have been know:	
National Insurance no:	
Please give a brief summary of any experience (if any) of work with children or young people:	

Education Level	Subjects
G.C.S.E.	
A Levels	
Post Graduate	
Other Training	
Employment Status	Please yes or no
Employed Full Time	
Employed Part Time	
Unemployed	
Unable To Work	
Home Maker	
Self Employed	
Are you a student? If yes please state	
Are there any restrictions on your continued residence or employment in the UK, or are you subject to immigration control?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please give the names and addresses of two independent references (not family members) we can contact to verify the information you have supplied, one of whom can comment on your experience of work with young people if relevant.

1	Name	
	Address	
	Telephone	
	Email	
	How does this person know you?	
2	Name	
	Address	
	Telephone	
	Email	
	How does this person know you?	

Declaration: Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order?

Yes

No

Please read Note 1 and give details of any criminal convictions recorded, or pending, against you. These will not necessarily bar you from becoming a volunteer with us. State if there are none.

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Please give an indication of the interests skills you have which you would be prepared to use in your work with young people or the club in general:

Skill/Interest	Experience
Music	
Dance	
Arts & Crafts	
Sports	
Marketing	
Fundraising	
Admin	
Adventurous Activities	
Social Media	
IT Training	
Other, please specify	

Please answer the following questions as fully as possible. Remember this is the only information we have about you.

What contributions do you think you could make? Please tell us about any work, volunteering, personal experiences,	
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interests or skills that you have relevant to the role you are interested in	
What would you like to get out of volunteering with Alford House?	
Why do you want to work with young people?	
Please state any other information or circumstances that would affect your registration and engagement as a volunteer by Alford House:	
Please attach a photocopy of an official document, or the appropriate page of a document, which includes a photograph to identify you - eg Passport, Driving Licence.	
Signed	
Date	
Print name	

Thank you for your time.

Note 1

Paid or voluntary work with young people is not exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

You are not entitled to withhold information about convictions which for any other purpose are spent under the provisions of the Act, and in the event of employment, paid or voluntary, any failure to disclose such convictions could result in dismissal or disciplinary action.

This means that you must declare all offences, however trivial for which you have been convicted.

You can only have been convicted of an offence if you have been:

Stopped by the police for a traffic offence and opted to pay a fine.

Been summoned to appear in a Magistrates' Court before three magistrates and pleaded guilty, or were found guilty, of an offence.

Been summoned to appear in a Crown Court before a judge and jury, and pleaded guilty, or were found guilty, of an offence.

Been summoned to appear at a Court Martial and pleaded guilty, or were found guilty, of an offence.

Note 2

The information you have provided will be used by Alford House to determine your suitability for a volunteer placement and whether anything contained within this application, registration and declaration may prevent a placement being offered. We may use the information for internal analysis but it will not be shared with any other third parties without your express consent.

Should you not take up a placement as a volunteer all information will be destroyed.