

St John's Winchester Volunteers Application Form

I am applying for:-

Please read the following notes carefully before submitting your application form:-

1. The Charity operates an Equal Opportunities Policy, under which all applications will be given equal treatment regardless of a candidate's race gender, age or sexual orientation.
2. Because the Charity works with frail and vulnerable older people, we have to ask you whether you have any prior criminal convictions. This includes 'spent' convictions as the post is exempt from the Rehabilitation of Offenders Act 1974. You will be asked to sign a declaration as to prior criminal convictions. This information is checked by an enhanced disclosure application to the Disclosure & Barring Service. Your details will also be checked against the Protection of Vulnerable Adults List operated by the Department of Education & Skills on behalf of the Department of Health. A copy of our Policy on Disclosure of Criminal Records is available on request.
3. We require completion of this application form even if you are submitting a C.V.
4. Your references will not be taken up without prior reference to you.
5. If additional space is required in answering any question, then please set this out on a separate sheet of paper.

Personal Details

Full Name		Title	
Address		Landline Number Mobile Number	
Post Code		Date of Birth	
Email Address			
Where did you hear about volunteering with St John's? E.g. Community First etc		Driver? Y/N	

Education – please provide brief details

Schools	
College/University	

References

We will need to take up 2 references from someone who has known you for at least 3 years.
If you are currently employed one referee must be your current employer.

Please provide an email address where possible.

First Referee's Name		Second Referee's Name	
Address		Address	
Tel No		Telephone Number	
Email Address		Email Address	
Relationship to Applicant		Relationship to Applicant	

If you are not a British citizen do you have a right to reside in the UK	YES/NO
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Please sign and date the declaration below:-

- a) I declare that the information given by me is true and complete.
- b) I acknowledge that any dishonesty, or the giving of incorrect information on purpose, will render this application and any subsequent volunteering role invalid and my volunteering role will be terminated without notice.
- c) I understand that it will be necessary for the Charity to process information about me which could be regarded as Sensitive Personal Data under the Data Protection Act 1998; and I hereby consent to the processing of such data for the purposes of my application and any subsequent role I may undertake with the Charity.

Date:

Signed:

Thank you for choosing to join us in caring for our community.

Please return this form to:-
St John's Hand in Hand Winchester
47 Southgate Street
Winchester SO23 9EH

Email: handinhand@stjohnswinchester.co.uk or Catherine.Enright@stjohnswinchester.co.uk

You will receive a telephone call from our Head Office to make an appointment to meet a senior member of staff and complete an Enhanced Disclosure Application to be submitted to the Disclosure & Barring Service before you can start your volunteering experience.

In order to complete the application you will need to bring to your appointment **THREE** original pieces of identification. At least **one** piece must provide photographic ID and **one** must show your current address. We will then take a photocopy and give you back your original documentation. You can use any of the following to submit with your application form:-

- Valid Passport
- Valid PhotoCard Driving Licence
- Birth Certificate
- Bank or Building Society Statement
- Council Tax Bill
- Utility Bill i.e gas, electric, water
- Pension Form or P60