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| **VOLUNTEER APPLICATION FORM** |
| **St Anthony of Padua Community Association is committed to recruiting the most suitable individuals for each vacancy. Please complete this application if you wish to apply for an unpaid voluntary position within St Anthony’s. All volunteer positions will be subject to two satisfactory references and a satisfactory Enhanced DBS (Disclosure & Barring Service) clearance.**  |
| **SECTION A: PERSONAL DETAILS** |
| **Surname:** | **First name(s):** | **Preferred title:** |
| **Address for Correspondence:** | **Daytime Telephone No:** | **Mobile Telephone No:** |
| **Email address for Correspondence:**  |
| **SECTION B: ELIGIBILITY TO WORK WITHIN THE UK** |
| **Do you have the right to work within the UK?****\*If no, please refer to the guidance notes.** | [ ]  **Yes** | [ ]  **\*No**  |
| **Where did you learn of volunteering opportunities?** | [ ]  **Company Website**[ ]  **Friend/Relative** [ ]  **Other:**  |
| **Have you worked for the organisation before?** **If Yes please specify dates.** | [ ]  **Yes** | [ ]  **No** |

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| **SECTION C:**  |
| **Your Availability (tick as appropriate):** |
| **Monday****Tuesday****Wednesday****Thursday****Friday****Saturday****Sunday** | **Morning**[ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Afternoon**[ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Evening**[ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| **Employment Status:**[ ]  **Not currently looking for work**[ ]  **Unemployed and looking for work**[ ]  **Student**[ ]  **Full time employed**[ ]  **Part time employed**[ ]  **Self employed**[ ]  **Retired** |
| **Do you have a disability? ( please provide details below)** | [ ]  **Yes** | [ ]  **No** |

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| **SECTION D: RELEVANT EXPERIENCE – Please refer to Guidance Notes** |
| **Please tell us about your work experience and why you want to become a volunteer?:** |
| **Please tell us a little about yourself, interests, talents etc.:** |

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| **SECTION E: SECTION A: CRIMINAL RECORD DECLARATION****The following information should be completed by ALL volunteer applicants****The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the court has elapsed and the convictions become “spent”. During the rehabilitation period, convictions are referred to as “unspent” convictions and must be declared to employers.** |
| **Do you have any unspent convictions?** | [ ]  **Yes** | [ ]  **No** |
| **If you have answered Yes, please provide details in the space below.****It is important that volunteer applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. A check will be made with the Disclosure and Barring Service. Further advice and guidance on disclosing a criminal record can be obtained from Nacro (National Association for the Care and Resettlement of Offenders)** |
| **SECTION E: SECTION B: CRIMINAL RECORD DECLARATION (continued)**  |
| In order to protect certain vulnerable groups within society, there are a number of posts within the organisation that are exempt from the provisions of the Rehabilitation of Offenders Act 1974.  **These include positions where there is access to vulnerable adults in the course of normal duties**. The following posts are exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975: **Care Worker, Day Care Worker, Youth Work, Volunteers (not exhaustive)**  Applicants for these posts are not entitled to withhold any information about convictions, cautions, warnings and reprimands which for other purposes are "spent" under the provisions of the Act. However, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers. **Applicants for above named posts must answer the following question:** Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **Yes** [ ]  **No** [ ]  **(Tick as appropriate)****If yes, please provide details in the space below:** |

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| **SECTION F: REFERENCES****Please provide the details of two independent referees who would be willing to supply a character reference (these must not be family members)** |
| **REFERRE ONE** | **REFEREE TWO** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Organisation (where applicable):** | **Organisation (where applicable):** |
| **Address:** | **Address:** |
| **Relationship to you:** | **Relationship to you:** |
| **Contact telephone number:** | **Contact Telephone number** |
| **Email address:**  | **Email address:** |

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| **SECTION G: DECLARATIONS****If you have any relationship with a member of St Anthony’s of Padua Community Association please state the name(s) and nature of the relationship(s) below.** |
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| **I declare that the information I have given on this application form is to the best of my knowledge and belief, correct and complete.** |
| **Signed:** | **Date:** |