## **Safeguarding Activity Volunteer Details Form**

Please complete using black ink or type.

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| **Details of volunteer placement:** | | |  | | |
| **Title:** |  | **Surname:** |  | **Forename(s):** |  |
| **Address for Correspondence:** | | | **Contact Telephone Numbers:** | | |
|  | | | **Home:** |  | |
| **Mobile:** |  | |
| **Emergency:** |  | |
|  | | |
| **Postcode:** |  | | **N.I. No:** |  | |
| **Email:** |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Achievements, Personal Qualities and Skills** | | | | | | | |
| **Please use this section to say why you are applying for this voluntary position.**  **Please continue on a separate sheet if necessary.** | | | | | | | |
| Tell us about any work you have done, (paid or voluntary), and about any training you have undertaken: | | | | | | | |
|  | | | | | | | |
| Please tell us why you are interested in this volunteering opportunity? | | | | | | | |
|  | | | | | | | |
| Tell us about why you feel you would be suitable for this role and about any relevant personal qualities you may have (such as motivation, patience, sense of humour)? | | | | | | | |
|  | | | | | | | |
| Do you have any special skills, hobbies, or interests that you are willing to share and use? | | | | | | | |
|  | | | | | | | |
| What do you expect to gain from voluntary work with us? | | | | | | | |
|  | | | | | | | |
| **Availability (please tick as appropriate)** | | | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

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| How did you find out about volunteering for Buckinghamshire Council? |
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| --- | --- | --- | --- |
| **2. References** | | | |
| Please give details of two people who know you in a working / educational environment (paid or unpaid) or in a personal capacity. If you are a student give appropriate school or college referees. | | | |
| **If you were known to either of your referees by another name, please give details:** | | | |
|  | | | |
|  |  |  |  |
| **1st Referee\*:** |  | **2nd Referee:** |  |
|  |  |  |  |
| **Position:** |  | **Position:** |  |
|  |  |  |  |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
| **Postcode:** |  | **Postcode:** |  |
|  |  |  |  |
| **Email:** |  | **Email:** |  |
|  |  |  |  |
| **Telephone:** |  | **Telephone:** |  |
|  |  |  |  |
| **How does this person know you?** |  | **How does this person know you?** |  |

\*If this is your current employer, please confirm that we can contact them before your interview:

**Yes** / **No** (delete as applicable).

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| **3. Criminal Convictions – Rehabilitation of Offenders Act 1974** | | | |
| Buckinghamshire Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for volunteering purposes only when the conviction is relevant to the role. Having an ‘unspent’ conviction will not necessarily bar you from volunteering. This will depend on the circumstances and background to your offence(s).  As Buckinghamshire Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered placements undertaking Regulated Activity with children or adults, or positions within the legal and financial field, will be subject to an enhanced criminal record check (including a Barred List Check) from the Disclosure & Barring Service before the placement is confirmed. This check will include details of cautions, reprimands, or final warnings, as well as convictions.  This means that you are required to declare any convictions, cautions or reprimands which you may have either in the UK or abroad, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you.  For further information on filtering please refer to [Nacro guidance](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nacro.org.uk%2Fnacro-services%2Fadvice%2Fadvice-for-individuals%2Fwhat-is-filtering%2F&data=05%7C01%7CKate.Dale%40buckinghamshire.gov.uk%7C7d9244ce2d80496fcc1008db91cafb39%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C638264073205595312%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Onmx2JYtkSmSraJu3c0lNvFvjx6n56OGbZ%2BY59AU5xc%3D&reserved=0) and the [guidance issued by the Ministry of Justice](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fdbs-filtering-guidance%2Fdbs-filtering-guide&data=05%7C01%7CKate.Dale%40buckinghamshire.gov.uk%7C7d9244ce2d80496fcc1008db91cafb39%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C638264073205595312%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XSXdwdsJg%2BHT7LG313VN3CI45EoONPuNsvotLJ5GzCE%3D&reserved=0) (see, in particular, the section titled ‘Exceptions Order’).  Failure to disclose this information could result in disciplinary action or dismissal by the Authority and may lead to criminal proceedings.  Shortlisted candidates will be asked to provide details of convictions, cautions or reprimands including those that would not be filtered, prior to the date of the interview by completing self-declaration form. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, the self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | | |
| **Signed:** |  | **Date:** |  |
| A copy of the Rehabilitation of Ex-offenders Policy is available from the Human Resources Department. Buckinghamshire Council abides by the Disclosure & Barring Service Code of Practice, a copy of which is available on request, or visit [Disclosure and Barring Service - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/disclosure-and-barring-service) | | | |

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| **4. Declaration** | | | |
| I agree that any opportunity to volunteer with Buckinghamshire Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references, and an enhanced DBS check (including a Barred List Check where appropriate). In accordance with the Data Protection Act 2018, I agree that Buckinghamshire Council may hold personal information about me. Buckinghamshire Council is committed to the prevention, detection and elimination of fraud and corruption.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may result in my being asked to leave my placement. I have a right to check this data at any time. This data will be held (and may be updated) for up to 3 years, after which time it will be renewed or securely destroyed. | | | |
| **Signed:** |  | **Date:** |  |

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| --- | --- |
| Office Use Only | |
| Application Received: |  |
| Action Taken: |  |
| Interview Date: |  |

**Buckinghamshire Council is committed to equality of opportunity for all.**

**The information you give is confidential and is used for monitoring purposes only.**

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| **5. Recruitment Monitoring** | | | | | | |
| Buckinghamshire Council operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to perform the role.  The Codes of Practice published by Commission for Human Rights and Equalities advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.  **You do not have to answer these questions - it is your choice** | | | | | | |
| Volunteering Role: | |  | | | | |
| Full Name: | |  | | | | |
| Gender: | |  | | | | |
| Date of Birth: | |  | | | | |
| Do you consider yourself to have a disability? | |  | | | | |
| If yes, what is the nature of your disability? | |  | | | | |
| If you have a disability or long-term condition, please let us know of any arrangements which may need to be taken:   * To assist you in applying for the voluntary role. * To assist you in the voluntary role itself. | | | | | | |
| Are you currently employed by the Council? | |  | | | | |
| Which of the following best describes yourself: | | Bisexual  Gay man  Gay woman/ lesbian  Heterosexual (straight)  Other  Prefer not to say | | | | |
| Religion: | |  | | | | |
| How would you describe yourself?  **These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.**  Please tick the appropriate box to indicate your cultural background: | | | | | | |
| **White** |  | | **Asian or Asian British** |  | **Chinese or Other** |  |
| British |  | | Indian |  | Chinese |  |
| Irish |  | | Pakistani |  | Chinese Other |  |
| Other |  | | Bangladeshi |  | Other Ethnic Group |  |
|  |  | | Asian Other |  |  |  |
| **Mixed** |  | | **Black or Black British** |  |  |  |
| White and Black Caribbean |  | | Caribbean |  |  |  |
| White and Black African |  | | African |  |  |  |
| White and Asian |  | | Black Other |  |  |  |
| Mixed Other |  | |  |  |  |  |

**“Office information – once completed this monitoring form must be detached from the application before submission for shortlisting. “**