



# Hamelin Trust

Supporting individuals with disabilities and their carers

19 Radford Crescent  
Billericay  
Essex  
CM12 0DP  
Tel: 01277 653889



## STRICTLY CONFIDENTIAL VOLUNTEER - APPLICATION FORM

*Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS and other safeguarding clearance.*

Please complete in black ink.

Surname (Mr/Mrs/Miss) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Forenames \_\_\_\_\_ Preferred first name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_

Postcode: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mob: \_\_\_\_\_

### What sort of voluntary work are you interested in? (please tick)

We have a variety of volunteering options within our care services that include roles as drivers, support workers, general assistants and gardeners.

- Charity Shop Assistant – Billericay, Laindon or Shenfield
- Van Driver/Van Drivers Assistant – Billericay
- Administration/secretarial work - Billericay
- Fundraising/Event helper or organiser - various locations across the Trust
- Reuse & Recycling Enterprise - Computer Recycling & Furniture Restoration, Billericay
- Roots & Shoots - Horticulture Project in Rochford
- Hamelin House - Short break facility for children - Billericay
- Gowlands - Short break facility for adults - Rochford
- The Exchange - Day centre for adults with disabilities - Billericay
- The Bungalow - Long term residential care for four adults with disabilities - Wickford
- Other (please specify) \_\_\_\_\_

**What are your reasons for wanting to volunteer?**

Please specify any role that you are particularly interested in and give details of any skills or experience that you feel may be useful and any voluntary work that you have previously undertaken

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**Availability**

How often would you be available? (please tick)

Daily  Weekly  Monthly  Occasionally

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you currently: Employed? Yes/No    In education? Yes/No    Retired? Yes/No

Please give details of your current or most recent job below

Job Title:

Name & Address of Employer:

Hours worked per week:

Dates from/to:

Please give description of duties

**Education - please provide full address**

Secondary School/College/University	Qualifications	Grades

**Professional Qualifications/Training**

Organisation	From	To	Qualifications	Grades

**Non qualification courses successfully completed & dates (These can be in-house training completed)**

Course	Length of Course	Date



## Source of Application

How did you hear about Hamelin Trust and our need for volunteers?

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## References

Please give details below of at least two referees below who cannot be related to you in any way. Two of these should be from your present/most recent employer.

	Professional/Work 1	Professional/Work 2	Personal referee
Name:			
Position:			
Address:			
Telephone:			
Email:			
In what capacity do they know you?			

### Data Protection Act 1988

Hamelin Trust may put the information you give on this form onto a computer system. The information on this form will be held and used by Hamelin Trust in accordance with the provisions of the Data Protection Act 1998 and all relevant subsequent legislation. This information will be held and processed as appropriate and may be used for statistical and business analysis.

**I confirm that, to the best of my knowledge, all the above information is true and correct. I understand that providing deliberately false information may result in my disqualification from volunteering at Hamelin Trust.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for your interest in Hamelin Trust and for your application**

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## CONFIDENTIAL SELF DISCLOSURE FORM REHABILITATION OF OFFENDERS ACT 1974

**Hamelin Trust aims to promote equality of opportunity for all persons and welcomes applications from a wide range of candidates. All applicants are required to complete a Self-disclosure form on application for this job/role.**

**The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within Hamelin Trust. This will depend on the circumstances and background to your offence in relation to the position you are applying for. Evaluation of information is based on strict confidentiality and discretion.**

**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, and cannot be taken into account.**

**If you are successful with your application, under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, you will be asked to undertake an Enhanced Disclosure through the Disclosure and Barring Service (DBS). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It may detail previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.**

*Hamelin Trust has a policy on the recruitment of ex-offenders. A copy is available on request.*

*Hamelin Trust abides by the DBS Code of Practice. A copy is available on request or can be downloaded at the Gov.uk website*

**Please complete the attached Statement by Applicant**

**Statement by Applicant**

Name.....

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

ARE YOU CURRENTLY AWAITING THE OUTCOME OF ANY CRIMINAL INVESTIGATIONS, CHARGES OR PROCEEDINGS?

YES       NO

ARE THERE ANY CURRENT OR PENDING INVESTIGATIONS AGAINST YOU? (PLEASE INCLUDE DETAILS OF ALL BUT PARTICULARLY THOSE WHICH RELATE TO CHILDREN'S/VULNERABLE ADULT'S WELFARE AND SAFETY)

YES       NO

ARE YOU KNOWN TO ANY SOCIAL SERVICES DEPARTMENT AS BEING AN ACTUAL OR POTENTIAL RISK TO CHILDREN, YOUNG ADULTS OR VULNERABLE ADULTS?

YES       NO

HAVE YOU EVER HAD A DISCIPLINARY SANCTION IN RELATION TO A SAFEGUARDING ISSUE

YES       NO

HAVE YOU EVER BEEN DISQUALIFIED AS A REGISTERED MANAGER OR ARE YOU DISQUALIFIED VIA ASSOCIATION WITH A DISQUALIFIED PERSON

YES       NO

If **YES** to any of the above, please give details and dates.

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**I have read this form and agree to an enhanced DBS check being made on me.**

**Signed** ..... **Date** .....

# Hamelin Trust

*Supporting individuals with disabilities and their carers*

visit our site at [www.hamelintrust.org.uk](http://www.hamelintrust.org.uk)

## Health Declaration

Please note that neither a disability nor a history of poor health will bar you from being considered for appointment as a volunteer.

- Please indicate any long-term illness that may affect what you can do. Please indicate how we might be able to help you in this

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- Are you currently in good health?  YES  NO
- Are you registered disabled?  YES  NO

**Signed** ..... **Date** .....

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