



STOCKDALES

Supporting Children & Adults with Learning Disabilities in the Northwest

Volunteer Application Form

Personal Details

Name	
Address	
Date of Birth	
Post Code	
Home Phone	
Work Phone	
E-Mail Address	
Occupation (If applicable)	

Availability

During which sessions would you be available for voluntary work? (Please circle as appropriate)

Monday
am/pm/evening

Thursday
am/pm/evening

Sunday am/pm/evening

Tuesday
am/pm/evening

Friday
am/pm/evening

Wednesday
am/pm/evening

Saturday
am/pm/evening

Interests- for general Volunteering Work

Please tell us in which areas you are interested in volunteering? (You may tick as many as you like!)

- | | | | |
|---|--------------------------|--------------------------------|--------------------------|
| ICT | <input type="checkbox"/> | Social Club/Events | <input type="checkbox"/> |
| Sports | <input type="checkbox"/> | Duke of Edinburgh Award Scheme | <input type="checkbox"/> |
| Art/Crafts | <input type="checkbox"/> | Conservation work | <input type="checkbox"/> |
| Reading Club | <input type="checkbox"/> | Allotment work | <input type="checkbox"/> |
| Numeracy for Everyday Living | <input type="checkbox"/> | Cookery Classes | <input type="checkbox"/> |
| Drama/Dance classes | <input type="checkbox"/> | Independent Living Skills | <input type="checkbox"/> |
| Working with residents in their own homes | <input type="checkbox"/> | | |

Interests - for Fundraising Volunteering Work

Please tell us in which areas you are interested in volunteering? (You may tick as many as you like!)

Administration	<input type="checkbox"/>	Retail	<input type="checkbox"/>
Events	<input type="checkbox"/>	Internet & Research	<input type="checkbox"/>
Presentations	<input type="checkbox"/>		
Fundraising	<input type="checkbox"/>		
Database Maintenance	<input type="checkbox"/>		
Newsletter production	<input type="checkbox"/>		
Volunteer coordination	<input type="checkbox"/>		

Special Skills or Qualifications

Summarise any skills and qualifications that you have acquired from employment, previous volunteer roles, or through other activities, including hobbies or sports. Also, please outline anything that you do not enjoy doing.

Previous Volunteer Experience

Please tell us about any previous volunteer roles that you have done.

Person to Notify in Case of Emergency

Name	
Street Address	
Post Code	
Home Phone	
Work Phone	
E-Mail Address	

Confidentiality

The information provided on this application form will remain confidential and will be used for the purpose of selection. If your application is successfully, Stockdales of Sale, Altrincham & District Ltd may need to process this information for personnel administration and business management purposes. Processing, whether by means of a computer or otherwise, will take place in accordance with the provision of the Data Protection Acts 1984 & 1998. By signing this form, you are giving consent to these uses.

Criminal Records Check

Volunteering roles at Stockdales that bring you into contact with children and vulnerable young people/adults is subject to an Enhanced Criminal records check that is satisfactory to Stockdales. We will carry this out by asking successful candidates to complete a Disclosure application form, which is then forwarded on to the Criminal Records Bureau. The forms of identification listed below will be required to carry out this process. Stockdales will meet the cost of this check.

Please note that all convictions, pending prosecutions, cautions, reprimands, bindovers and warnings, which come into effect after starting work at Stockdales must be notified immediately to the appropriate Senior Manager.

Identification:-

Proof of identity and current address by providing:-

Passport

Photo Driving Licence (plus paper copy)

Birth Certificate

Two recent Utility bills from different providers e.g. gas, electric, telephone or bank statements.

Declaration of Criminal Offences

All convictions current or spent including fines and driving convictions (not parking fines) must be declared. (A spent conviction means the specified period for rehabilitation as deemed by the courts has been achieved and would not be disclosed under the provisions of the Rehabilitation and Offenders Act). However, this post is considered exempt from the provisions of the Rehabilitation & Offenders Act concerning spent convictions. If you do not have any convictions please state NONE. However, if you do not disclose ALL criminal records (including spent ones) and are appointed, summary dismissal may follow.

Please note, Stockdales will take criminal records into account only where the conviction is relevant. Having a conviction/caution/warning/reprimand will NOT automatically bar you from volunteering. This will depend on the circumstances and background to your offence(s).

Do you have/or have you ever had any criminal conviction(s), warning(s) and/or reprimand(s)?

Yes No If yes, please give details below:

.....

Signature..... Date.....

Agreement and Signature

I declare that to the best of my knowledge and belief, all particulars that I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from volunteering and render me liable to dismissal. I understand that commencement of a volunteering role is subject to satisfactory references being provided. I also understand that the role may involve working directly with children and vulnerable adults. Such roles will be subject to a criminal records check (Disclosure).

Name (printed)	
Signature	
Date	

References

Please give the details of two people (not family members) who can provide a character reference for you. We will write in confidence to your referees and we may also telephone them.

Name:

Name:

Address:

Address:

Telephone no:

Telephone no:

Relationship to you:

Relationship to you:

Length of relationship:

Length of relationship

Thank you for completing this form

Equal Opportunities Private & Confidential

To ensure our Equal Opportunities Policy is effective, all candidates are asked to complete this form. All information provided will be treated as strictly confidential and used only to monitor the fairness of our selection process. You may of course decide not to answer any of the questions.

(Please tick ✓ the appropriate boxes below)

Ethnic Origin: *I would describe my race or cultural origin as:*

- | | | | |
|--|--|-------------------------------------|---|
| <input type="checkbox"/> White – UK | <input type="checkbox"/> White – Irish | <input type="checkbox"/> Black – UK | <input type="checkbox"/> Black – Afro/Caribbean |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> White – Other:..... | <input type="checkbox"/> Black – Other:..... | | |
| <input type="checkbox"/> Asian – Other:..... | <input type="checkbox"/> Other:..... | | |

Gender: Male Female

Marital Status: Single Married Divorced
 Separated Living with Partner

Age Group: 21 & under 22 – 29 30 – 39
 40 – 49 50+

Sexual orientation: Bisexual Heterosexual Homosexual

Religion: Christian Jewish Buddhist
 Hindu Muslim Sikh
 Other: None

Do you consider yourself to have a disability? *(If yes, please state the nature of your disability)*

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Name (Please PRINT):..... Role applied for:.....

How were you made aware of this position?

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the processing of the information supplied for equal opportunities monitoring.

Signed: Date:.....
