

Application Form for Retail Volunteers



Confidential

If you have difficulty completing this form, please ask a Home-Start Teesside Shop Manager for assistance.

Name:			
Address including postcode:			
If you have been at this address less than five years, please give previous address			
Home No: Email:		Mobile No.:	
Date of birth:		Place of birth:	
Emergency Contact name and phone no:			
<p>REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative) include at least one professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start.</p> <p>Please ask permission prior to submitting referees details and confirm full address.</p>			
<u>Referee 1</u>		<u>Referee 2</u>	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone:		Telephone:	

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How long have you known this person? In what capacity?	How long have you known this person? In what capacity?
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We would like to get a picture of your experience to date, in the first box please give us details of any paid employment, in the second box details of any voluntary or unpaid work experience you may have:

Please tell us about any paid employment, starting with most recent

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Please tell us about any voluntary or unpaid work, starting with most recent

Employer	Job title	From	To	Brief description of duties	Reason for leaving

Do you speak any additional languages (including sign language)	
What is the maximum time you could offer to Home-Start as a volunteer on a regular weekly basis? (suggested 4 to 8 hours per week)	
Have you any commitments which could affect your work with Home-Start e.g. part-time work?	
What type of transport would you use?	

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What are your hobbies and leisure interests?

How did you hear of Home-Start?

Why would you like to become a Home-Start volunteer?

Have you any skills or personal experiences which may be relevant to your work as a volunteer for Home-Start?

Is there any other information you would like to add?

The Criminal Records Bureau has a virtual guide which provides a simple and clear explanation of the disclosure application process. The guide can be viewed online at www.crb.gov.uk/movie.

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Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer? Please provide detail, continue on separate sheet if required.	Yes/No
Have you ever been dismissed from any paid or voluntary work?	Yes/No
Have you ever been arrested or had contact with the police for any type of criminal offence?	Yes/No
Are there any matters outstanding, which may lead to a criminal prosecution?	Yes/No
If you answer yes to any question over leaf - please give details: If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer	
I know of no reason why I would be unsuitable to be a Home-Start volunteer. I will report any changes in my circumstances which may affect my role*	Yes/No

I understand that my National Insurance number, passport and/or drivers license may be required for identification purposes.

I understand that Home-Start may hold personal information about me in paper records and on their computer, including sensitive information such as age, race, sex and disabilities that they will use for their monitoring purposes. I agree to them holding this information and understand that it may be shared with Home-Start UK for Quality Assurance purposes.

I understand that I may ask to see my records at any time.

Signed: _____

Date: _____

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Monitoring Data:

Asian or Asian British	Black or Black British	White
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Irish <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Any other Black background Please specify _____	Any other white background Please specify _____
Any other Asian background Please specify _____		
Chinese or other ethnic group Mixed		
Chinese <input type="checkbox"/>	Any mixed background Please specify _____	
Other <input type="checkbox"/>		
Are you:		
Male <input type="checkbox"/>		
Female <input type="checkbox"/>		

Home-Start Teesside
35 Marshall Ave
Brambles Farm
Middlesbrough
TS3 9AX
Tel: 01642 501811
For Office use only

Interview date		
Reference requested	1 (date)	2 (date)
Reference received	1 (date)	2 (date)

Volunteer Application doc. March 2014