

Kirklees Council

Volunteer Application Form

Volunteer Opportunity details

Volunteer opportunity applied for: [Independent Visitor](#)

Return form to: [Chris Berridge](#)
Full name of Service, Section and address including managers name
[Looked After Children Independent Service](#)
[Children's Rights Team](#)
[2nd Floor, Brian Jackson House](#)
[New North Parade](#)
[Huddersfield. HD1 5JP](#)

Personal details

Title (select as appropriate): Dr Mr Mrs Ms Other (please specify)

Surname(s):

First name(s):

Previous surname(s):

Date of Birth:

Address: (including Postcode)

E-mail address:

Telephone numbers: Home: Mobile:

Where did you learn about Independent Visitors:

Please tell us about your Work History and Further Education (starting with most recent first going back 5 years)

This section gives you the opportunity to tell us about your previous history up to date.

Job Title/ Voluntary work/ Work Experience/ Further Education	Skills, knowledge and experience gained	Employer/College name, address and email	Date from	Date to	Reason for leaving

Why do you want to volunteer?

People volunteer for all different reasons. I.e. something to do in their spare time, make a difference in their community or increase knowledge and skills for job search.

Please give details of any skills and interests you feel may be relevant

Please tell us about your skills and interests

If you need more space, please attach additional sheets.

Criminal Convictions

You need to complete this section as the opportunity you are applying for is subject to an Enhanced DBS check

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on application forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment/volunteering where a person can be asked to disclose spent convictions. The role for which you are now applying falls within that order.

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand or warning this may lead to the loss of your volunteering placement. Any information given will be treated in the strictest confidence and still be considered only in relation to an application for which the order applies.

For details of what criminal convictions must be declared please refer to the following guidance: <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

It is your responsibility to read this information in full and to complete the application form accurately.

Please note that a criminal record will not necessarily bar you from volunteering. This will depend on the nature of the role you are applying for and the circumstances and background of the offence.

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) SI 2013 1198?

Yes No

We will treat all information provided on this form in the strictest confidence

Provide details below:

Date	Details of Convictions, Cautions, Reprimands or Final Warnings

Are there any matters pending?

Yes No

If yes, please give details:

I declare that the particulars are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in Problem Solving action or in my being removed from my volunteering placement.

First Name

Last Name

Signature

Date

References

Please provide the names and addresses of two references who can comment on your suitability for the opportunity you have applied for.

Ideally one of the references will be your last employer or tutor. If you have never been in employment you can provide a referee from any voluntary work/work experience you have undertaken, from the coach/manager of a sports club/team that you have been a member of, or a leader of any community group you have been involved with. The second reference can also be an employer, coach, manager, leader, as above or a friend or neighbour who has known you for a significant period of time.

Referee 1

Name

Address:
(including postcode)

Tel:

Email:

Occupation:

In what capacity do
you know this person:

Referee 2

Name

Address:
(including postcode)

Tel:

Email:

Occupation:

In what capacity do
you know this person:

I confirm that, to the best of my knowledge, the information given on this form is correct.

Signed

Date:

Print name: