

Volunteer Application Form



United Kingdom Territory with
the Republic of Ireland

This section must be completed for ALL volunteer applications.

1. Personal Details

Title	<input type="text"/>
Full Name	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email address	<input type="text"/>
Mobile Phone No	<input type="text"/>
Home Phone No (optional)	<input type="text"/>
Work Phone No (optional)	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YYYY)
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Emergency contact name	<input type="text"/>
Relationship to you	<input type="text"/>
Contact Phone No	<input type="text"/>

2. How did you hear about us?

The Salvation Army	<input type="checkbox"/>	Referred by a friend	<input type="checkbox"/>	Referred by a Volunteer	<input type="checkbox"/>
Volunteer Bureau	<input type="checkbox"/>	Project Newsletter	<input type="checkbox"/>	Other	<input type="text"/>

3. Please tell us which role(s) you are applying for

4. Please state if you are already involved in any Salvation Army activities

5. If you are employed please state your current occupation

6. Please give brief details of any previous volunteering experience undertaken (incl. dates)

7. Please tell us why you would like to volunteer with The Salvation Army. Do you have any skills / interests that you would like us to know about (eg speaking another language)?

8. Are there any further circumstances that you would like us to be aware of or any medical conditions that we need to consider

9. General Disclosures

Do you have a current Driving Licence?

Yes No

Have you completed the relevant training/hold the required Licence needed to drive a Salvation Army minibus?

N/A Yes No

Are there any restrictions on you volunteering in the UK or Republic of Ireland? * see p.3 for more information

Yes No

Do you have a current criminal record background (disclosure) check through The Salvation Army?

Yes No

If yes, please give the following details:

Certificate Number

Date of issue (DD/MM/YYYY)

--	--	--	--	--	--	--	--

If you have a DBS check, are you registered with the update service? *(relevant in England & Wales only)*

Yes No N/A

Is there anything that precludes you working with children or vulnerable adults?

Yes No

Have you been barred from working with children or vulnerable adults?

Yes No

If yes, please give details:

*If you do not have a current criminal record background (disclosure) check, we can support you in applying for one **if** it is relevant for your volunteer role which will be stated on the role description / advertisement.*

Rehabilitation of Offenders Act (1974) Exceptions Order (1975)

In order to protect programme participants and clients (eg children and adults at risk) it is necessary for checks to be made on all volunteers. If you are applying to volunteer with children or adults, the work you are applying for is exempt from the provision of the *Rehabilitation of Offenders Act*. You are therefore required to disclose details of any convictions including ‘spent’ convictions. If you are applying for a role that is not with adults or children then you only need to declare ‘unspent’ convictions. If you have been convicted of any offences please give details. Any information given will be kept confidential. *(Please note that this will not necessarily prejudice your application).*

Has a previous organisation where you were either an employee or a volunteer ever taken disciplinary action against you or are you currently subject to any complaints or investigations in relation to your conduct with children or vulnerable adults? If yes, please give details below:

Yes No

10. Declaration

I am committed to the aims of The Salvation Army including their commitment to protecting children and vulnerable adults. I have completed all sections of the application form accurately to the best of my knowledge and understand that to knowingly give false information or omit information is a breach of trust and could result in the ending of my volunteering relationship with The Salvation Army. I understand that if I am subsequently convicted of a relevant criminal offence I must declare this to The Salvation Army.

Do you give consent to the above declaration? Yes No

Signed

Date

*Most people are able to volunteer in the UK, but there are some exceptions. The following are allowed to volunteer:

- Citizens of European Union (EU) member states and of European Economic Area member states (EEA): Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK, Iceland, Lichtenstein and Norway.
- Students (including non-European students in possession of a student visa/tier 4), although there may be restrictions, so check the conditions of your visa.
- People with refugee status or exceptional leave to remain, and their family members.
- Asylum seekers, including failed asylum seekers, and their family members.
- Holders of a spouse/marriage visa.

It is important that individual volunteers take responsibility themselves for ensuring they are allowed to volunteer. In if doubt, potential volunteers should contact the UK Border Agency for advice. www.ukba.homeoffice.gov.uk/contact/

Volunteer Agreement

Please insert your name and sign at the bottom to say that you have understood and are in agreement with what can be expected of us and what we expect from you.

We, The Salvation Army, will do our best to:

- Provide basic training and induction
- Provide clear role descriptions and training for any specific volunteer role you undertake
- Ensure that the personal information you give us is treated with care and discretion
- Offer flexibility and the chance for personal development within your role wherever possible
- Offer the right to change your mind regarding a voluntary activity without feeling guilty
- Adhere to The Salvation Army policies and procedures on volunteering
- Ensure that you know how to keep yourselves and those we work with in a safe environment
- Treat you fairly and with respect and consideration at all times
- Try to resolve in a fair and just manner any problems, complaints or difficulties that you may encounter whilst volunteering with us

I, agree to do my best to:

- Perform my role to the best of my ability
- Be present at the dates and times that I have agreed, and let my agreed contact know as soon as possible if I am unable to come
- Operate within The Salvation Army guidelines, procedures and standards
- Make sure my behaviour, attitude and language do not go against the aims and interests of The Salvation Army's vision or purpose
- Report any behaviour or allegations made to me by children or vulnerable adults or any concern about the behaviour of others
- Let you know if my circumstances change e.g. contact details, health conditions

Signed Date

Note: this agreement is binding in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

You may also be required to complete an additional form if applying:

- **to work with children or adults (Appendix A)**
- **to be a driver for the Anti Trafficking and Modern Slavery Department (Appendix B)**

The Salvation Army* will hold your information in our legitimate interests to manage the volunteer process. We will not share this information with any other organisations and will keep it for as long as you volunteer with us. You have a right to a copy of information we hold about you and, in some circumstances, to have it amended or deleted. For this, and to raise any issues on how your information is handled, please contact Head of Privacy and Data Protection at data.protection@salvationarmy.org.uk or the address below. If you are still not happy you may raise concerns with the Information Commissioner's Office.

*The Salvation Army Trustee Company acting on behalf of The Salvation Army Trust and The Salvation Army Social Work Trust.
The Salvation Army, 101 Newington Causeway, London, SE1 6BN

What Happens Next?

Thank you for taking the time to complete this form.

Once you have completed your application form please give it to the corps officer or person responsible for volunteers at your centre.

We will require two character references from two referees who have known you for at least a year. One should be from your current or most recent employer or church leader (if applicable), or someone who can comment on you in an organisational capacity, through any other work or volunteering you have undertaken. The second reference should not be from a family member or anyone you live with. Please note it is your responsibility to obtain these references.

Please state below the name and contact details of two referees whom we can contact, with your permission:

Referee One

Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone No	<input type="text"/>
Relationship to you	<input type="text"/>

Referee Two

Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone No	<input type="text"/>
Relationship to you	<input type="text"/>

If you have any questions about any part of this form please contact your local Salvation Army corps or centre.