



**Application for a volunteer role with
Portchester Community Association
working in partnership with**



STRICTLY CONFIDENTIAL

| | |
|---------------------------------|---|
| First name (s) | Surname |
| Title..... | Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Date of Birth |
| Preferred form of address | |
| Current Employment Status | |

| | |
|---|-----------------|
| Address & Contact details | |
| No. / Street..... | |
| | Town..... |
| County..... | Post Code..... |
| Telephone Number (as appropriate) (day)..... | (evening) |
| Mobile | E-Mail..... |

Please say something about the role you wish to help in and about your relevant skills or experience. (you don't have to be skilled already just wishing to help and learn)

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Have you done any volunteering before? Yes/No

If yes, for which organisation, when, in what role?

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Have you done any volunteering before? Yes/No

If yes, for which organisation, when, in what role?

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Your availability

Volunteering can be for short or longer projects; some roles need to be done at a fixed time others are totally flexible; all offers to help are welcome so we ask:

Do you envisage a short (1 to 3 months), medium (6 to 12 months) or longer term volunteering role?

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Preferred time e.g. day of the week/AM-PM-Eve/total hours per week

.....
Besides the time you have indicated above, are there any limitations on your offer to volunteer, sometimes volunteers have to change routine for childcare, caring, health or employment reasons?

| | Mon | Tues | Weds | Thur | Fri | Sat | Sun |
|------|-----|------|------|------|-----|-----|-----|
| A.M. | | | | | | | |
| P.M. | | | | | | | |
| Eve | | | | | | | |

Your Introduction

How did you find out about us?

Why is it that you wish to volunteer? *(Please Tick and /or Comment on one or more)*

Use spare time Meet people Get involved in your community

Develop your skills Other reasons

References:

Please provide two referees. They should not be directly related to you and you should preferably have known them reasonably well for at least two years on a personal level. They should be over 18 years of age. 'Reasonably well' in this context means meeting with a person on business or socially from time to time.

1. Name:

Address:

Town:

County: Relationship:

Post code: Telephone No. (day):

2. Name:

Address:

Town:

County: Relationship:

Post code: Telephone No. (day):

Confidentiality

Much of the work of Portchester Community Association involves working with people and volunteers supporting PCA projects will have access personal information. Would you be prepared to sign a 'confidentiality agreement'? Yes / No

Criminal Record

Portchester Community Association aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications so that we maintain a creative organisation of diverse views. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from working with us. This will depend on the circumstances and background to your offence(s).

Portchester Community Association meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Many of the volunteering roles involve contact with or availability of information about vulnerable people, volunteers in those roles will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

We require unspent convictions to be declared and will consider their relevance in the light of the policy which is outlined above.

a) Do you have any unspent criminal convictions Yes No

b) Do you have any criminal convictions, including ones regarded as spent Yes No
if Yes please give details, date and nature of offence(s), below

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Health Matters

Prior to starting as a volunteer you will be asked about your health status as is relevant to the volunteering role.

The reason we ask is that in terms of Health and Safety, it is important that Portchester Community Association does not place you in the wrong role. A disability or health problem does not necessarily exclude you from volunteering with Portchester Community Association and applications from people with disabilities are welcomed. In order to ascertain your suitability to work on a Portchester Community Association project, Portchester Community Association requires information about your health.

Do you consider yourself covered under the terms of the Disability Discrimination Act 1995? **Yes / No**

If Yes, what is the nature of your disability? Please give details. Do you have any allergies or other health matters that Portchester Community Association should be aware of? If preferred, complete a separate sheet and attach it to the application form in a sealed envelope.

Are there any reasonable adjustments Portchester Community Association could make to better enable you to volunteer at your chosen project?

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It is important that you inform Portchester Community Association if you should suffer from any illness in the future that may affect your ability to volunteer for the organisation or that would put yourself or others at risk. Please confirm that you will notify Portchester Community Association if appropriate

Agreed

As a volunteer you will automatically receive mentoring / supervision; would you consider that you will need any other type of support? No Yes

Personal Declaration

I confirm that the personal information supplied is accurate.

I am willing to abide by the rules and uphold the values of Community Action Fareham.

I understand that my work with Portchester Community Association may involve issues and situations of a sensitive nature and I agree to maintain confidentiality at all times.

I understand that the information I have provided will be kept by Fareham Volunteer Centre on a secure database. Subject to prior discussion with me, Fareham Volunteer Centre may forward my contact details to volunteer involving organisations regarding potential placements.

- I would prefer not to have my contact details given to another organisation/s for this purpose (please tick if this applies)

Signature..... Date

Please return this form to Portchester Community Association, 7 West Street, Portchester Fareham, PO16 9XB

Volunteer Centre use only:

Volunteer details recorded to VBase/...../ 20.....

Interview notes recorded/...../ 20.....

References taken up/...../ 20.....

Referred on/...../ 20.....