

Volunteer Application Form

This form should be completed by anyone interested in volunteering with St Giles Trust. All applicants are required to provide 2 references and complete a DBS (Disclosure & Barring Service) check; however **we positively encourage people with criminal convictions to apply**. If you have any queries regarding the application and selection process please speak to anyone in the HR Team on 020 7708 8016.

Page 1 covers your personal details.

Page 2 asks for your referees

Page 3 asks for a summary of your employment and education history.

Page 4-5 asks you to explain why you wish to volunteer with St Giles Trust, what skills and experience you can offer and what skills and experience you wish to gain.

Pages 6-7 Diversity Monitoring form

Personal details

Last name		Forenames	
Address			
			Postcode
Telephone (Home)		Telephone (Work)	
Mobile		Email address	

Referral details

How did you find out about volunteering at St Giles Trust / who has referred you?	
Are there any projects/departments you are particularly interested in volunteering in?	

Office use only

Date received into HR	
Action taken:	



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References

Please give the names of two people who can provide references about your ability to do this job and to work with vulnerable adults. If possible one referee should be your current or most recent employer, or a prison or probation officer. These are professional references so cannot be friends or relatives. You cannot use a **St Giles Trust employee**.

Name	Name
Address:	Address
Email address	Email address
Telephone	Telephone
Relationship to you	Relationship to you



Your Education/Training and Employment History

Please use the table below to provide us with a history of your previous education and training achievements together with any previous paid or unpaid employment experience. Please start with your most recent experience.

Date	School/College/ Training Provider/Emp	Title of Course/ Qualification or	Level of course/ brief Description of course or Job.	Reason for Leaving

Please use the spaces provided to answer the following questions.

1) Why do you want to volunteer with St Giles Trust? (Including any future employment goals, how you heard about us, fulfilling a personal goal....)

2) Please tell us about the skills and experiences you have to offer which might assist St Giles Trust in delivering services to its targeted client groups?



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3) Please tell us about the time commitment you are able to give, i.e. how many days per week, how long for.

4) Please tell us about the skills and experiences you hope to gain whilst volunteering with St Giles Trust (this will help us to match you to a suitable placement, please refer to sheet attached for examples of placements).

Declaration:

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

(NB: provision of false or partial information will cause the placement to be

withdrawn).

Signed:

Date:

Diversity Monitoring Form

St. Giles Trust strives to operate a policy of equal opportunity and not discriminate against any person. To help us monitor our effectiveness as an equal opportunities employer, will you please provide the details below by putting an x in the appropriate boxes. **This form will be removed from your application form before it is passed to the selection panel and any information provided will only be used for Equal Opportunities purposes. All questions are optional – if you do not wish to answer any of the questions please select 'Prefer not to say'**

Name (in capitals)

Date of Birth

What is your gender?

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female

Do you consider yourself to have a disability?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Prefer not to say

If yes, are you registered disabled?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes

Please give details about your disability below:

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What is your ethnic group?

Choose ONE section from A to F, then put an x in the appropriate box to indicate your cultural background.

A White

<input type="checkbox"/>	British
<input type="checkbox"/>	English
<input type="checkbox"/>	Scottish
<input type="checkbox"/>	Welsh
<input type="checkbox"/>	Other, please write in: _____



	Irish
	Any other White background, please write in:

B Mixed

	White and Black Caribbean
	White and Black African
	White and Asian
	Any other Mixed background, please write in:

C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

	Indian
	Pakistani
	Bangladeshi
	Any other Asian background, please write in:

D Black, Black British, Black English, Black Scottish, or Black Welsh

	Caribbean
	African
	Any other Black background, please write in:

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group

	Chinese
	Any other background, please write in:

F Prefer not to say

What is your religion / religious belief?

	Christian
	Buddhist
	Hindu
	Jewish
	Muslim
	Sikh
	None
	Other, please write in:
	Prefer not to say

What is your sexual orientation?

	Bisexual
	Gay man



<input type="checkbox"/>	Gay woman/lesbian
<input type="checkbox"/>	Heterosexual/straight
<input type="checkbox"/>	Other, please write in:
	<input type="text"/>
<input type="checkbox"/>	Prefer not to say

Criminal Convictions Declaration

Dear applicant,

Due to the nature of the work involved, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act (Exemptions) Order 1975. This means that if you have ever been convicted of an offence, regardless of how long ago it occurred, you must circle the "YES" option below and provide details. Please use other sheets of paper for additional pages where needed.

When complete, please place in a sealed envelope marked Private and Confidential, for the attention of: The Human Resources Team. Please bring this form with you to interview. All details for unsuccessful candidates will be destroyed after the selection process has finished.

If you would like any further information on this process or would like to see our Staff Risk Assessment Policy please do not hesitate to contact a member of the HR Team.

*Victoria Bryan
Head of HR*

Have you ever been convicted of a criminal offence? YES/NO
If 'YES' please supply the following details:

Date	Offence	Sentence	Any other Information

Are you on the Adults or Children's Barred lists? Yes/No

Please give details of any probation licence that you are currently under, including dates:

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"I agree to St Giles Trust contacting the Disclosure & Barring Service (DBS) to take up an enhanced convictions check. I understand that any information which the DBS may give St Giles Trust will be treated in the strictest confidence."

Signed.....

Date.....



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Name (block capitals).....

