

SPECIALIST YOUTH WORK

ASPIRE ✨ CREATE ✨ ACHIEVE

WANT TO
VOLUNTEER?

Volunteer Application Form

Reviewed 2022

Registered Charity No: 1186588 (England & Wales)



July 2020

Dear applicant,

RE: Volunteering (Volunteer Youth Worker)

Thank you for registering an interest in volunteering Specialist Youth Work, enclosed is our application form, if you could return this to me ASAP.

On receipt of your application form, we will then arrange a meeting with you, to go through your skills, and suitability to one of our volunteering youth worker roles we have within our organisation.

For this meeting, you will need to bring with you the following in date forms of identification:

- Passport
- Drivers Licence
- Birth certificate
- National Insurance Number
- Utility Bill (dated within the last 3 months)
- 5 years address history

The information required will help us to complete an enhanced DBS, formally known as a CRB disclosure, which is required for any person wishing to undertake work with children, young people and vulnerable adults. This process may take up to 12 weeks pending satisfactory references & the DBS check.

If you do not have any one of the above listed, you will be required to provide additional ID, such as; bank statements, marriage certificate, household utility bills and government official documents.

If you need to contact me for any further information, please do so on the details provided on this letter and I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Darren Smith', is written over a light blue horizontal line.

Darren Smith
Chair of Trustee & Founder

ASPIRE CREATE ACHIEVE

VOLUNTEERING WITH US

As well as the chance to expand and share your skills and experiences, it's a great way of playing a more active role in society. It can broaden your outlook and appreciation from volunteering. You will meet new people, making new friends, build on your confidence and self esteem. It can improve job satisfaction, morale and through volunteering organisations can help shape and support you to develop you personally and professionally.

TYPES OF VOLUNTEERING

Volunteering can be anything from helping out a neighbour to being a trustee for a charity. It can be a short one-off activity or a regular ongoing commitment.

For example:

- Mentoring Looked After Children and vulnerable people
- Supporting vulnerable adults and disabled people
- Reading and listening activities at school
- Outdoor activities, e.g. countryside conservation or land clearance
- Sponsoring charities, e.g. through fund-raising
- Electronic/remote support: research, websites, translation
- Cub leader, treasurer or secretary, e.g. at youth clubs, Scouts, Guides or similar groups
- Organising sports activities or events
- Police Special Constable
- Trustee for a charity
- PTA officer/member
- The Duke of Edinburgh's Award
- Team building events.

FOR VOLUNTEERS, IT CAN

- Bring a great sense of personal achievement and self-worth by contributing to the community
- Give a broader outlook and appreciation of diverse communities
- Give others the benefit of experience and skills
- Help to develop new skills and experiences
- Improve employability - providing valuable experience and demonstrating a 'can do' attitude
- Be fun, social and enhance health and wellbeing
- Help adjustment from work to retirement.

FOR COMMUNITIES, IT CAN

- Help voluntary organisations to deliver services and improve communities
- Build a more robust and resilient society
- Improve relationships between council staff and residents.

Thank you for your interest in becoming involved in youth work. We have a lot of adults from across the Surrey and Sussex areas volunteering and supporting the growth and development of children, young people and young adults.

We are committed to providing high quality experiences for young people between the ages of 10 - 19 and up to 25 for those SEND young people, but equally as important to us is that the Youth Work is fulfilling and rewarding for adult volunteers.

Once you have discussed what type of role you feel would best suit your lifestyle, skills and personal interests, and you are aware of and understand the requirements, then please complete this form.

Title (Mr/ Miss/ Mrs/ Ms/ Dr/ Professor)

Forename 1

Forename 2

Forename 3

Surname

Known as

Gender M/F

National Insurance Number

Date of Birth

Address

Post Code

Telephone

Mobile

Email

Occupation type (e.g. Professional, Student, Retired, Other)

Occupation detail (e.g. Manager)

Special needs/disability (*attach additional information if appropriate*)

REFERENCES

The referees shown below should preferably have knowledge of your work or contact with children and/or should be able to comment on your character and relationships with others. At least one of the referees should have known you for at least five years. Referees must not be relatives & could be from your current/last employer. **Examples of referees could include; an employer & a college tutor.**

REFERENCE 1

Name

Address

Postcode

Telephone (*daytime*)

Telephone (*home*)

Mobile

Email address

Relationship to applicant

REFERENCE 2

Name

Address

Postcode

Telephone (*daytime*)

Telephone (*home*)

Mobile

Email address

Relationship to applicant

DATA PROTECTION & GDPR

The Data Protection Act 2018 (“the Act”) governs collection, recording, storage, use and disclosure of personal data whether held electronically or in manual form. As a registered Data Controller, the Organisation is committed to the Data Principles of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. By signing this application, you holding your personal data during and beyond your membership to ensure the effective running of the organisation.

By signing this application, I agree to the Organisation, this being Specialist Youth Work:

- Retaining my personal data during my involvement and also beyond my membership to facilitate any present or potential future involvement in youth work.
- Carrying out checks into my suitability to carry out a role in Youth work, including obtaining references and enhanced DBS checks.

DISCLOSURE OF CRIMINAL CONVICTIONS

The post for which you have applied is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975. You are therefore required to disclose details of any convictions, cautions, reprimands and Final Warnings, including motor vehicle related offences, in respect of your application **including convictions that would otherwise be considered “spent”**. Failure to disclose information will result in your application to be a volunteer with SYW| being declined.

Do you have any spent / unspent convictions YES NO

If you have ever been convicted, cautioned, reprimanded or received a Final Warning for any criminal offence, you **must** disclose these in writing & attach to this application form. ***In accordance with the Independent Safeguarding Authority Vetting and barring Scheme, you are committing a criminal offence by knowingly engaging in regulated employment/ volunteering, if you have been barred from working with children or vulnerable adults.***

TO BE COMPLETED BY THE APPLICANT

I confirm that I have read and understood all the information provided in this form and also in all the additional documents referred to. I further confirm that the Information that I have provided in this form is correct and true to the best of my knowledge and belief.

I therefore confirm below that I am not barred from working with children or vulnerable adults.

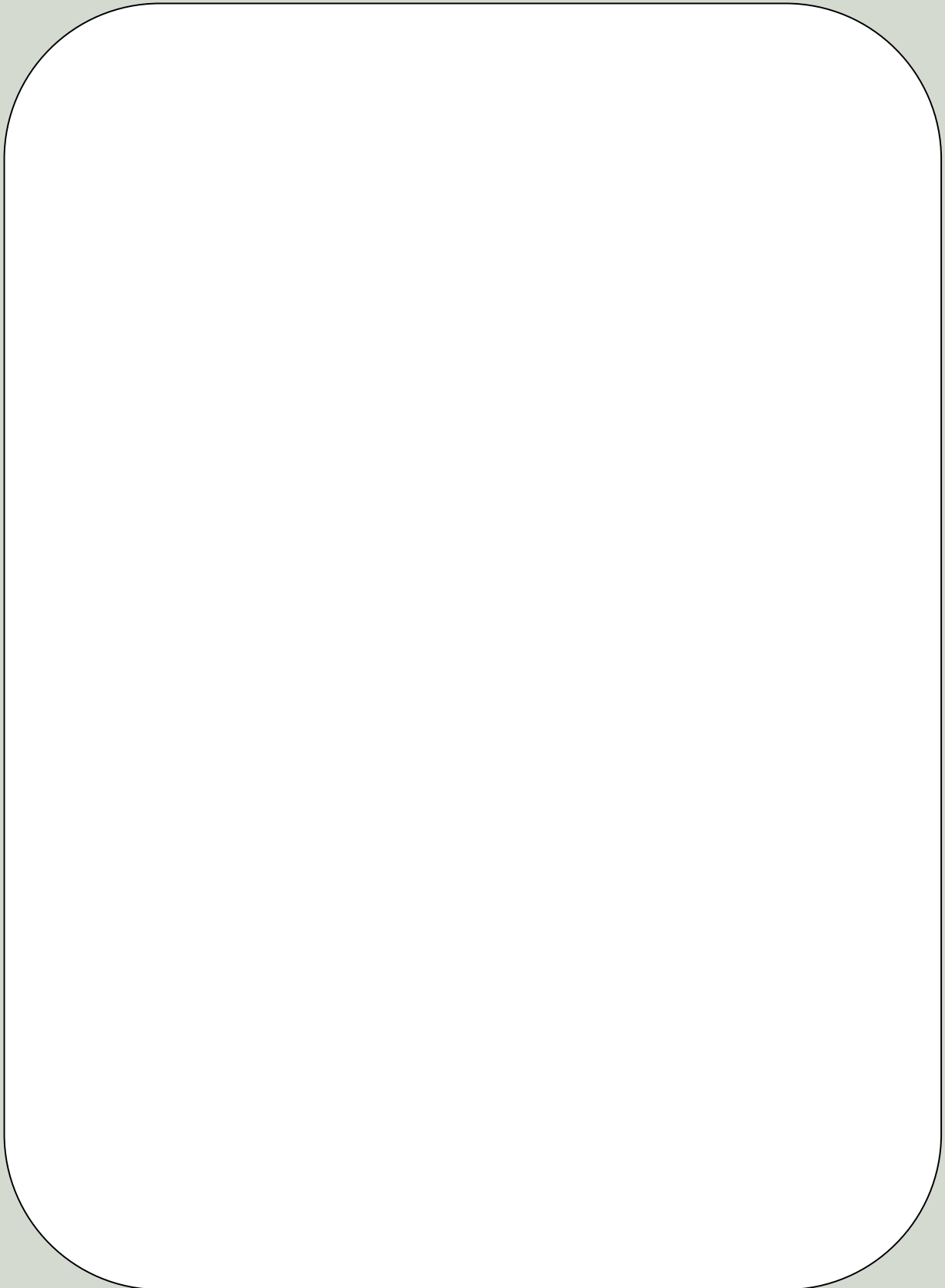
Name of applicant

Date

Signature

ADDITIONAL INFORMATION

Use this section to provide us with an overview of your hobbies, interests, experiences & Skills.....

A large, empty rounded rectangular box with a thin black border, intended for the user to provide an overview of their hobbies, interests, experiences, and skills. The box is centered on the page and occupies most of the lower half of the document.

PLEASE RETURN TO

Specialist Youth Work Recruitment Team
26 St Lawrence way, Hurstpierpoint, Hassocks, West Sussex, BN6 9SH
M: 0749 300 5772 **E:** Info@specialistyouthwork.org