## **Volunteer Application**

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| **Volunteer post you are applying for:** |  |
| **Location of post:** |  |

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| Personal Details |

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| **First name(s)** | **Surname** |
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| **Home telephone** | **Mobile telephone** |
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| **Email address** | **Date of Birth** |
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| **Home address (including postcode)** |
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| Are you currently a member of the Protection of Vulnerable Groups (PVG) scheme?  If yes, please provide your membership number and advise the group(s) you are registered with:  Children only  Adults only  Both |  |

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| **Please detail your reasons for wishing to volunteer with includem, including your skills and experiences that may be applicable.** |
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| The role with Includem is flexible. Our paid staff provide services to young people and their families 24 hours a day, 7 days a week (including evening and weekend working).  As a volunteer we would expect your commitment to be approx. 2 hours per week, for a minimum period of 6 months. Do you think you are able to commit to this?   |  |  | | --- | --- | |  | Yes  No |   Please state below the days / times that you feel you would be able to commit to support includem ( This will be discussed more fully with you prior to commencement of service)  Please tick all that apply.  Monday – AM/ PM Friday AM/PM  Tuesday – AM/PM Saturday AM/PM  Wednesday – AM/PM Sunday AM/PM  Thursday – AM/PM |

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| Health declaration - Please detail any needs or health concerns you have that may limit your abilities in the volunteer role or that includem should be aware of e.g. disability, mobility, back problems, epilepsy, heart or blood pressure problems or medications. |
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| Referees |

Please provide details of two referees, not necessarily employers but someone who has known you for a minimum of two years and is not related to you.

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| **Referee 1**  **Full name** | **Relationship to you** | **Contact details (including address, phone number and email address)** |
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| **Referee 2**  **Full name** | **Relationship to you** | **Contact details (including address, phone number and email address)** |
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| Disclosure Scotland check |

**Rehabilitation of Offenders Act (1974) (as amended)**

This Act states that employers can ask for details of criminal convictions for certain job and volunteer roles. The volunteer post that you have applied for is working with vulnerable young people and is therefore exempt from the Rehabilitation of Offenders (1974) Act by the Exclusions and Exceptions (Scotland) Act 2003. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information, no matter how long a period has elapsed.

Having a criminal record will not automatically result in you being considered unsuitable to volunteer with Includem as decisions made will depend on the role and the nature of offences. However, failure to disclose such convictions could lead to withdrawal of the offer to volunteer.

All information given will be treated sensitively and confidentially and will only be considered for the purposes outlined in the context of the applied role and in line with Disclosure Scotland guidance.

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| **Have you ever been convicted and/or cautioned of any criminal offences, or do you have any offences pending prosecution? Please note this includes any driving offences or endorsements you may have on your licence.**  If yes, please give details in this box. Alternatively you may provide the details on separate sheets(s) in a sealed envelope marked For the Attention of the HR Dept, ensuring it is attached to this form. | Yes  No |

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| Submission of your application to volunteer |

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| **I certify that, to the best of my knowledge, the information given in this form is accurate and without omission. I understand and agree that this information may be stored and processed in accordance with the Data Protection Act 1998 and that Includem may take steps to verify the information I have provided, through references and Disclosure Scotland.**  **Please type your name below to confirm you have read and understood this:**  **Name:**  **Date:** |

Please now email or scan your application form to the HR Department: [hrassist@includem.co.uk](mailto:hrassist@includem.co.uk) or post it back to:

Includem HR Department, Includem, Unit 6000, Academy Office Park, Gower Street Glasgow G51 1PR