

# Shirley Children's Centre Volunteer Application Form 2017



Personal Details (Please complete all fields)	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
<b>First Name:</b>	
<b>Surname:</b>	
<b>Address:</b>	<b>Postcode:</b>
<b>Home telephone number:</b>	
<b>Mobile number:</b>	
<b>Email address:</b>	
<b>Do you have the right to work in the UK?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have a clean, current driving licence?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are you willing to undertake a Safeguarding training course?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have a First Aid Certificate that is less than 3 years old?</b>	Yes <input type="checkbox"/> Date completed:..... No <input type="checkbox"/>
<b>If no, would you be willing to undertake a First Aid Course?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have any other support needs we need be aware of? This won't affect your chance to volunteer with us and will be confidential to the Shirley Children's Centre staff.</b> (E.g. medical conditions, dyslexia)	

<b>Education</b>		
(Please list any relevant training courses that you are currently studying if applicable)		
Name of course:		
Name of college/university:		
Name of course:		
Name of college/university:		
<b>Tutor's contact details</b>		
Name of Tutor:		
Tel no:	Mob no:	Email:
<p>Are you happy for us to contact your tutor for further information about your course if you are seeking a placement?</p> <p>This is so that we can provide relevant support that would benefit you, such as providing progress reports to your tutor of your time at the Centre, if applicable.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<b>Past Education/Training/Qualifications</b>			
(Including any relevant professional qualifications)			
SCHOOL, COLLEGE, UNIVERSITY	Dates (From)	Dates (To)	COURSES & EXAMINATIONS TAKEN WITH RESULTS

Please explain briefly why you want to volunteer with Shirley Children's Centre and what you would like to gain from your experience?  
 (Please continue on a separate sheet or on the back of this form, if necessary)

**Volunteer Opportunities**  
 (Please tick the areas you are interested in)

Stay & Play at the Centre.....	<input type="checkbox"/>
Stay & Play out in the Community.....	<input type="checkbox"/>
Crèche Support.....	<input type="checkbox"/>
Admin/Reception.....	<input type="checkbox"/>
Other (please specify).....	<input type="checkbox"/>

**Availability**

Please specify the times/days that you are available to volunteer at the Centre.

MON	TUE	WED	THU	FRI
From:	From:	From:	From:	From:
To:	To:	To:	To:	To:

Ideally, how often do you want to volunteer?

We are open 48 weeks a year and during school holidays (except for all UK bank holidays). Please tick the relevant box to inform us of your availability.

Term-time only       School Holidays only       All year round

### Disclosure and Barring Service (DBS)

Because you will be in an environment with children, you must complete a DBS disclosure. Unfortunately certificates of disclosure from other organisations cannot be accepted.

Are you willing to undertake a DBS check with Shirley Children's Centre and to renew this every three years?

Yes  No

Do you have any past convictions (spent or unspent), cautions, bind-overs (legal restrictions on behaviour, actions or movements) or pending cases that might affect your suitability to work with children?

Yes  No

If yes, please provide details below:

### References

- References will only be sought for short listed candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this please contact us.**
- The first reference **must** be your present or most recent employer or last place of volunteering
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal
- If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference **must** be that employer.
- Relatives or people solely in the capacity as friends **cannot be accepted** as a referee
- Shirley Children's Centre adheres to safer recruitment as part of our safeguarding procedures

#### 1<sup>st</sup> Referee

Name: .....

Address: .....

.....

Telephone no.....

Email: .....

Relationship of referee to you.....

#### 2<sup>nd</sup> Referee

Name: .....

Address: .....

.....

Telephone no.....

Email: .....

Relationship of referee to you.....

**Data Protection Act 1998** Shirley Children's Centre (the 'Centre') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Centre and other information available to the Centre ('your information'). In accordance with the Data Protection Act 1998, the Centre will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Centre may share your information (but only with the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with the boroughs Information Sharing Protocols.

If you would like to apply for access to the information we hold about you please send a written request to Shirley Sure Start Children's Centre, 34 Lilac Gardens, Shirley, Croydon CR0 8NR

**The details given on this form are true to the best of knowledge. I have the legal right to provide this information.**

Signature:.....Date:.....