



Application Form

APPLICATION FORM FOR VOLUNTARY ROLE

CONFIDENTIAL

Thank you for your interest in volunteering. Please complete this form and return it to the address given at the end. Please go on to another sheet if you need more space for any of the questions.

1. Application Details *(Please see volunteering sheet which came with the application form)*

Role applied for:
Date:

2. Personal Details

Title & Full Name: _____

Date of Birth: / / _____

Address: _____

Postcode: _____

Daytime Tel No: _____

Mobile Tel No: _____

Evening Tel: _____

Email address: _____

3. Why do you want to volunteer for Daniel's Den?

Please tell us why you are interested in volunteering with us. What do you feel you could contribute towards the organisation?

4. Competencies and availability

Looking at the role descriptions, please explain why you would be suitable for this role and what knowledge and experience you have that would be relevant. Do complete the Volunteer Skills and Availability Form too (attached)

Please note training will be provided at all stages of your volunteering.

(Please continue on another sheet)

5. Special Requirements

Please tell us whether you have any particular requirements as a volunteer, such as flexible hours, step free access etc.

6. Employment History

Please tell us about your current/past employment and/or voluntary experience in the table below.

Last Employer/Organisation			
Start Date	/ /	End: / /	Job Title
Business Address			
Post Code			
Reason for leaving			
Duties			

7. Reference

We will be contacting your employer/voluntary organisation named above for a reference. Please make sure that you have the permission of contact person to provide their details and for us to contact them direct.

(I have permission to provide the following name)

Contact Person:

Email:

If you have not worked or volunteered previously, we would require a personal reference and ask if you could please provide the details of someone who would be willing to provide a personal reference for you.

Please remember to ask permission before you provide any details and confirm that a representative from Daniel's Den can contact them direct regarding a reference for you.

We reserve the right to take up character references from any other individuals deemed necessary.

Name _____

Address _____

Post Code _____

Tel No _____

Email Address _____

Relationship _____

How long have you known the above named person? _____

8. Emergency Contact Details

In case of an emergency, we would like the contact details of someone we can contact for you.

Please make sure that you have the permission of contact person to provide their details and for us to keep this information and to contact them direct in an emergency.

<i>I hereby confirm that I have permission to provide you with the following information which will be kept securely and confidentially by Daniel's Den and will only be used in an emergency.</i>	
Name:	
Relationship to you:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	

Note: Different telephone numbers are required in case volunteering takes place outside agreed hours and we need to contact your nominated person in an emergency.

9. Declaration

I hereby confirm that Daniel's Den can contact me regarding:

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| > Upcoming Volunteer opportunities | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| > Local events that Daniel's Den are helping to promote | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| > Information and updates on Sessions | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Daniel's Den also has two WhatsApp Groups for their Volunteers.

- DD Social Group volunteer: A group for general conversations and social activities
- Notices Group – Daniel's Den: For notifications and important information related directly to Daniel's Den

If I am successful in my application, I hereby agree that I can be added to the following groups to communicate on a regular basis with fellow Volunteers.

- | | | | | |
|------------------|-----|--------------------------|----|--------------------------|
| DD Social Group | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| DD Notices Group | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

I hereby confirm that the information given above is correct and I will provide Daniel's Den with an update if my contact details change. I also confirm that I have obtained permission of those people whose details I have given as referees.

I understand the information on this form will be stored on a secure database that is only accessible by authorised staff who have a controlled login and the original document will be kept securely by Daniel's Den in accordance with their Data Protection and Privacy Policies.

Print Name _____

Signature _____

Date _____

Please securely return the completed form to Volunteer Coordinator:

By post to: Daniel's Den, St Andrews Church, 956 Harrow Road, Sudbury, Middlesex HA0 2QA or

By email to: volunteer@danielsden.org.uk

Once the document is received, it will be kept securely as per Daniel's Den Privacy Policy. (Both Policies are available upon request.)

If the role you are applying for involves working directly with children and families, please be aware of the following:

Anyone who would like to volunteer for a post involving working or volunteering with vulnerable adults and/or children is required to have their history checked with the Disclosure and Barring Service (DBS).

For all prospective volunteers who wish to volunteer with children, young people and vulnerable adults: If your application is successful you will be asked to complete Part 2 of the Application Form which enables us to complete the relevant checks with the Disclosure and Barring Service (DBS). The original signed document must be returned, copies are not acceptable. Daniel's Den obtains this service through CCPAS (The Churches' Child Protection Advisory Service) an independent Christian safeguarding charity in the UK, who runs checks against the Government's Disclosure and Barring Service. By completing Part 2 of the form, you agree that we can share your information to make the necessary checks and to receive an electronic copy of the results.