
Volunteer Application Form

Please read all details carefully before completing this form.

Surname:

Title:

Forenames:

Address:

Postcode:

Telephone (day):

Telephone (evening):

E-mail:

Current or most recent employment including voluntary, home-based or part-time work

Please highlight the duties, responsibilities, skills or experience gained that are relevant to Step by Step.

**Employer's name address and
type of business**

**Dates (from-to)
Month/Year**

Job title:

Main tasks & responsibilities

Employment in past 10 years

Please provide details of your previous employment history.

Employer's name and type of business

**Dates (from-to)
Month/Year**

Position held

Continue on a separate sheet if necessary. Please put your name on any additional sheets.

Education, professional qualifications and training

Educational institution attended

Qualifications

Professional qualifications

Training courses attended (if relevant to Step by Step) eg First Aid or Food Hygiene

Referees

Please give details of **two** people we can approach for a reference who can comment on your suitability for this position.

Name:

Address or email:

Telephone:

Name:

Address or email:

Telephone:

Reasons for applying

The attached volunteer role description describes the tasks involved in volunteering with us, and the knowledge experience and skills we're looking for in our volunteers.

Please describe how you meet these needs and what you feel you can offer Step by Step.

What interests you about our work with isolated or vulnerable families?

Data Protection

Information given in this application will be controlled under GDPR legislation and will be used for the purposes of volunteering within Step by Step. Should your application be successful, the information will then be used for your personal record. The information provided will be processed both manually and automatically for these purposes.

Vetting Procedures

As a volunteer at Step by Step you would be undertaking 'Regulated Work' with children and this requires a **PVG Disclosure Record**. Disclosure records will only be requested for those applicants that we wish to appoint.

All staff and volunteers at Step by Step require PVG disclosure. You are therefore required to tell us about certain convictions or admonishments, together with any relevant non-conviction information. Having a criminal record will not necessarily be a bar to volunteering with us. We will consider any information disclosed, fairly and in accordance with the requirements of the Rehabilitation of Offenders Act 1974.

Self Declaration Form: please confirm that you have completed a Self Declaration Form and returned it to us in a sealed envelope clearly marked 'Self Declaration Form'.

Please tick

Disclosure Record: Please confirm that you understand and agree to a disclosure record should we wish to select you as a volunteer at Step by Step.

Please tick

ID required for PVG Check

- *Photographic ID – Passport or Driving Licence*
- *Household Bill with Current name and address*
- *Bank Statement*

Declaration

Before signing the declaration, please read the following:

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my position may be terminated without notice.

I also understand that an enhanced PVG will be sought in the event of my application being successful'

Signed:

Date:

Please return this form to:

Step by Step in Moray
Winchester House
1 King Street
Elgin
IV30 1EU

The information you give us in this form will be treated in the strictest confidence.