

**VOLUNTEER APPLICATION FORM – CONFIDENTIAL**

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| Volunteer role applied for:   | How did you hear about us? |
| If you are not applying for an advertised volunteer role, or are interested in any other volunteering opportunities with PACT, please tick this box  |

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| **PERSONAL DETAILS**  |
| Surname: Forename(s): |
| Address: Post Code:  |
| Email address: Mobile number: Home telephone number:  |

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| PACT is committed to promoting equality, diversity, and inclusion both as an employer and as a service provider. It is important that we can collect data on the profile of volunteer applicants so that we can: * advance diversity in our organisation
* proactively identify any inequalities that we need to address
* ensure that all volunteer recruitment is free from unfair and unlawful discrimination

The information you provide in this survey will remain confidential, is provided separately to your application, and is used by the HR team for monitoring purposes only. **Please visit** [**https://www.surveymonkey.co.uk/r/3SB66NR**](https://www.surveymonkey.co.uk/r/3SB66NR) **to complete this survey.**Thank you for playing your part in helping us to deliver our commitment to equality, diversity, and inclusion.  |

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| **WO CURRENT EMPLOYER**If you are currently employed, please provide further information here. |
| Name of employer: | Address: |
| Position held: |

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| **WO CURRENT EDUCATION**If you are currently studying, please provide further information here. |
| Name of school/college/university/academic institution: | Address: |
| Currently studying for:Due to finish studies on: |

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| **PREVIOUS EMPLOYMENT OR VOLUNTEER HISTORY**If you have been previously employed or have any current or previous experience of volunteering, please tell us about this below (beginning with the most recent). |
| Dates (DD/MM/YY)From To | Name of organisation/charity | Role held  | Reason for leaving  |
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| **FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**Please use the space below to explain why you are interested in volunteering with PACT. |
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| Please use the space below to explain what qualifications, skills and experiences you could bring to a volunteer role at PACT. Please include any information that may be relevant, including:* any other voluntary, unpaid or paid work experience
* qualifications or educational experience
* interests and hobbies
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| **ADDITIONAL INFORMATION** |
| Which of these days/times are convenient for you to volunteer? (Delete as appropriate)Monday AM Monday PMTuesday AM Tuesday PMWednesday AM Wednesday PMThursday AM Thursday PMFriday AM Friday PM |
| Are there any times during the year that you are not able to volunteer? (If so, please provide details) |
| Are you proficient in using the following?(Please tick which ones you are familiar in using) Outlook Email Word Excel PowerPoint Microsoft Teams Zoom Database systems (any) |
| Are you fluent in written and spoken English? Yes/No (Delete as appropriate)Do you speak any other languages? (If so, please provide details) |

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| **REFERENCES**Please provide names and contact details for 2 references. Referees should not be a family member and should have known you for at least 6 months. We will obtain your permission prior to contacting them directly.  |
| Referee No. 1Name: Email: Tel no: Address: How long have you known this referee and in what capacity?  | Referee No. 2Name: Email: Tel no: Address:How long have you known this referee and in what capacity?  |

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| **CRIMINAL RECORD DECLARATION** PACT is committed to treating all applicants fairly and undertakes not to discriminate against any person based on their offending background. PACT has a responsibility to protect children and vulnerable adults and all our roles require a satisfactory Disclosure and Barring Service (DBS) check and are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Having a criminal record will not necessarily bar applicants from volunteering with us. This will depend on the nature of the role and the circumstances and background of the offences, with due consideration given to our safeguarding responsibilities. Any information given will be treated in the strictest confidence.Under arrangements for the protection of children and vulnerable adults, we will check police records for the existence and content of any criminal record. This is a Disclosure and Barring Service (DBS) Disclosure. It is important that applicants understand that deliberate attempts to conceal the information requested in this form may disqualify you from the volunteer selection process.As the volunteer role you are applying for is exempt from the Rehabilitation of Offenders Act 1974, you are asked to declare: • All unspent convictions and conditional cautions • All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).  |
| **Please answer the following:**Do you have any unspent convictions or conditional cautions? **Yes/No**Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? **Yes/No**Are there any current criminal proceedings against you? **Yes/No**If you have answered yes to any of these questions, please provide details below: |
| **For the purposes of obtaining references and for completing a Disclosure Barring Service (DBS) check, have you previously used, or do you currently use, any other name(s)?** Yes/No (Delete as appropriate)If yes, please provide details and dates used:  |
| **Have you ever lived or worked overseas?** Yes/No (Delete as appropriate)If yes, please provide full details with dates: |

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| **DATA PROTECTION:**The information provided on this volunteer application form and obtained from relevant sources will be used in PACT’s volunteer selection processes and will be treated as confidential. By signing this volunteer application form you understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data in accordance with the UK General Data Protection Regulation (UK GDPR).**SIGNATURE DECLARATION:** I have completed this volunteer application form accurately and truthfully. I have not withheld any information that could be considered relevant to my application. I understand that providing any false information shall disqualify me from the volunteer selection process and any prevent me from continuing in any volunteer roles with PACT. **Signed:** **Full Name: Date:****Have you completed the PACT equality, diversity and inclusion applicant survey?** Yes/No (Delete as appropriate)**Please visit** [**https://www.surveymonkey.co.uk/r/3SB66NR**](https://www.surveymonkey.co.uk/r/3SB66NR) **to complete this survey.**Thank you for playing your part in helping us to deliver our commitment to equality, diversity and inclusion.  |

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| **Please return your completed application form to:** **Christine Roe, Volunteer Coordinator at** **christine.roe@pactcharity.org****Please also include your current CV if you have one.**Alternatively, post your application and CV to Christine Roe, Parents and Children Together, 7 Southern Court, South Street, Reading, Berkshire RG1 4QS. |
| **PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Commencement with us as a volunteer is subject to PACT’s Safer Recruitment procedures. These include the provision of documentation of the right to work in the UK, Disclosure Barring Service (DBS) check, overseas police check where applicable, and references covering a minimum 5 year period. All our volunteer roles are based in the UK.** |