

## Volunteer Application

“Community Childcare Centres is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, students and volunteers to share this commitment”

### Section 1 – APPLICATION DETAIL

PLEASE STATE REASONS FOR APPLYING FOR A VOLUNTEER POSITION WITHIN COMMUNITY CHILDCARE CENTRES

Dates/times you are **not** available for interview:

### Section 2 - PERSONAL INFORMATION, SKILLS & EXPERIENCE

Title (Mr, Mrs, Miss, Ms, etc.):

National Insurance No.

Surname:

Forenames:

Previous names:

Current address:

Preferred contact number:

Email:

Do you already have a current valid DBS number?

*Note: an application for a DBS certificate will be submitted in the event of the applicant being offered the position.*

YES/NO

Do you hold a full driving licence?

*If YES, please provide further details in box below. If NO, please go to **SECTION 3***

YES/NO

Do you have any other training, qualifications, skills or personal qualities relevant to volunteering at Growing Places?

*Continue on a separate sheet, if required*

**Section 2 - PERSONAL INFORMATION, SKILLS & EXPERIENCE continued...**

Please give details of your any **relevant skills / employment**, beginning with your present or most recent

Name of relevant employer	Position held	From Month/Year	To Month/Year	Other information:

**Relevant hobbies / interests:**

**Section 3 – OTHER PERSONAL INFORMATION**

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Do you know, or are you related to, any other employees of the Company?

YES/NO

*If your answer is "yes", please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them:*

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview:

**Section 4 – REFERENCES (please give the names AND details of two references)**

<u>FIRST REFEREE</u>	<u>SECOND REFEREE</u>
Name: Address:  Post code: Telephone number: Email:	Name: Address:  Post code: Telephone number: Email:
How this referee knows you:	How this referee knows you:

**Section 5 – DISCLOSURE / EQUALITY & DIVERSITY / DECLARATION**

**Rehabilitation of Offenders Act 1974**

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please state details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions in a sealed envelope. If you have no past or pending cautions or convictions, please specify “None”.

**Do you live in the same household as someone who has been:**

- barred from working with children
- disqualified from working with children under the Children’s Act 2006?

*If so, please give details:*

**How did you hear about us?**

**Equality & Diversity**

COMMUNITY CHILDCARE CENTRES (Growing Places is a charitable company, committed to enhancing lives, raising aspirations and creating opportunities for all stakeholders (children, their families, employees and volunteers).

COMMUNITY CHILDCARE CENTRES (Growing Places) actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. GROWING PLACES’ select all candidates for interview based on their skills, qualifications and experience. An application for a DBS certificate will be submitted in the event of the individual being offered the position. If your application is successful, company HR procedures will start, including application for both DBS certificate and DBS Update service. Company expectation is that you will consent to both DBS processes.

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: .....

Print name: .....

Date: .....

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