



The information you provide on this form will be used as part of our recruitment process and will be kept in confidence. Please see our Data Protection Notice for more details.

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| POSITION APPLIED FOR: | SBSYC Volunteer |
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PERSONAL DETAILS

Surname: Title: Mr/Mrs/Miss/Ms/Other
If other, please confirm:

Forename(s) Former names (if applicable)

Home Address:

Mobile Number:

Home Phone:

Work Phone:

Email Address:

Please state if you require a work permit to work in the UK:

REFEREES

These should be of appropriate standing with direct knowledge of your professional work and should include your present employer and one referee that can provide a character reference. By completing this form, you warrant that you have obtained the express consent from each referee to provide their details to us and they have consented to us contacting them for purposes connected with the processing and validation of this application.

Referee #1

Referee #2

Name:

Name:

Job Title:

Job Title / Relationship to you:

Address:

Address:

Tel Number:

Tel Number:

Email:

Email:

Do you object to referees being contacted before interviews? (1) Yes/No (2) Yes/No

CURRENT EMPLOYMENT

Present Job Title:

Date Appointed to post:

Name of Employer:

Address:

Tel Number:

Key responsibilities:

PREVIOUS EMPLOYMENT / VOLUNTARY EMPLOYMENT

Please provide a history of any training and or voluntary work, along with recent employment over the last 2 years, with start and end dates and reason for leaving.

| Title/Position | Name and Address of company | Dates from - to | Reason for Leaving |
|-----------------------|------------------------------------|------------------------|---------------------------|
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Have you been the subject of a capability, disciplinary or support plan process (either investigatory, formal or informal) within the last two years? YES / NO

If yes, please provide details:

SUPPORTING STATEMENT

Please give details of your experience, abilities, completed courses that you believe are beneficial to being a volunteer at SBSYC and any other additional information which you think would be useful in this voluntary position. Please include any additional information, e.g. languages spoken, relevant qualifications/skills

REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website "<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>" [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, the self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

All applicants who are offered voluntary work will be subject to a Disclosure and Barring Check from the Disclosure and Barring Service before the appointment is confirmed.

You are required to disclose if you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined above. Any information disclosed will be kept confidential and used only in connection with the application.

- Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

YES / NO (delete as appropriate)

- Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

YES / NO (delete as appropriate)

- Have you, in the last 1 year, been the subject of any criminal investigation, whether or not you were charged, which pertained to allegations of a serious nature or involved an allegation of sexual misconduct or violence on your behalf?

YES / NO (delete as appropriate)

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. This envelope will only be opened in the event you are shortlisted for interview.

You must give us permission to carry out a Disclosure and Barring (DBS) check before you commence your voluntary work with SBSYC. Do you consent to this

YES /NO (delete as appropriate)

MEDICAL INFORMATION

Do you consider you have a disability as defined in the Equality Act 2010 that may require us to make reasonable adjustments to the recruitment / interview process or when attending the Youth Club's premises?

YES/NO

If so, please tell us of any arrangements you would like us to make.

If you have suffered from any medical condition which has affected or might in future affect your performance, please give details.

Please give details of any absence through ill health, including injury or disability [longer than ten consecutive days] over the past three years.

INTERNET SEARCHES

In line with updated Keeping Children Safe in Education Guidance for September 2022, SBSYC will conduct online searches of shortlisted candidates for information that is publicly available through social media and activity searches. We will limit our search to information that is publicly available, and we will not ask for access to private account information.

If you have any concerns about this, please raise it with our Committee members via the Youth Club's email address: sbsyc2012@gmail.com

Please provide us with all online social media profile names you are associated with for this purpose.

DATA PROTECTION PRIVACY NOTICE

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR). Please ensure that you read this notice (referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

SBSYC is a 'controller' of data under the GDPR and gathers and uses certain information about you. In this notice, references to 'we' or 'us' mean SBSYC.

How we collect information

We may collect this information from you, your referees (details of whom you will have provided), your education provider; the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Privacy Notice):

- to take steps to enter into a contract of employment with you;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest, such as ensuring your suitability to work with children; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with Ofsted or the Local Authority. For more information, please see our Privacy Notice.

How long do we keep such information?

The information we process at recruitment stage, including this form, will be kept on your file throughout the duration of your employment and for a period of 3 years thereafter.

More Information

If you require any further information on how we collect and process your personal data, and to exercise your statutory rights in connection with such data, please contact the committee members on sbsyc2012@gmail.com

DECLARATION

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my voluntary services. I understand that any false or misleading statements could affect my future volunteer status. I understand that any voluntary work entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file in accordance with above notice below.

Signature of applicant _____ Date _____

OFFICE USE ONLY

I confirm that a copy of the LCVYS handbook for volunteers has been provided on (date)

By (Youth Leader)

Signed:

Signed (Volunteer)

DBS Number:

Date Completed:

Safeguarding Training completed online by volunteer on (date)

I confirm I have seen sight of the completed certificate, signed (Youth Leader):