**Volunteer Application Form**

Personal information (confidential)

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| **Personal Details** | | | | | | | | | | | | | | | | | |
| Name | | | |  | | | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | |
| Post Code | | | |  | | | | | | | | | | | | | |
| Telephone | | | |  | | | | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | | | | |
| **Skills and Interests**  Please indicate the type of volunteer work you are interested in (please tick/highlight all that apply) | | | | | | | | | | | | | | | | | |
| Garden | | Crafts | | | Music | | Woodwork | | | Cooking | | Dance | | Drama | | Pottery | |
| Please list any other skills, hobbies or interests you think may be relevant below. | | | | | | | | | | | | | | | | | |
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| **Experience** | | | | | | | | | | | | | | | | | |
| **What is your current / past occupation?** | | | | | | | | | | | | | | | | | |
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| **What experience do you have of either voluntary or paid work, which you feel, would be relevant?** | | | | | | | | | | | | | | | | | |
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| **Personal statement**  Please state briefly why you are interested in becoming a volunteer | | | | | | | | | | | | | | | | | |
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| **Availability**  At what times are you interested in volunteering? (Please tick all that apply) | | | | | | | | | | | | | | | | | |
| Mondays | | | Tuesdays | | | | | Wednesdays | | | Thursdays | | | | Fridays | | |
| AM | PM | | AM | | | PM | | AM | PM | | AM | | PM | | AM | | PM |
| **References**  Please note here the names and contact details of two people from whom we may obtain reference. This could be a friend, neighbour or work colleague (but not a family member). We will only contact referees if your application is successful. | | | | | | | | | | | | | | | | | |
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| **Data protection statement** |
| *All of the information collected in this form is necessary and relevant to the role applied for. We will use the information provided by you on this form, and by the referees you have noted, for volunteer recruitment purposes only. Columcille will treat all personal information with the utmost confidentiality and in line with current data protection legislation.*  *Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your volunteering and in relation to any legal challenge which may be made regarding our recruitment practices.*  *For more information on your data protection rights and how we use the information you have provided, please request our Data Protection Policy.* |

*Previous Convictions*

*Legislative provisions relating to the non-disclosure of ‘spent’ criminal convictions do not apply to certain occupations.  Due to the nature of Columcille’s work, the majority of its positions are included in this excepted type of employment under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 and The Police Act 1997.  If invited for interview, we will provide a self-declaration form which we will support you to complete.  Any information you provide will be confidential and will only be seen by staff involved in the volunteer recruitment process for positions which involve contact with vulnerable people and/or sensitive information.*

*All offers of volunteering will be subject to satisfactory completion of membership of the Protection of Vulnerable Groups (PVG) Scheme which is administered by Disclosure Scotland.  If invited to interview we will support you with your application for Scheme Membership. We are committed to the* [*code of practice*](https://www.mygov.scot/disclosure-scotland-code-of-practice) *overseen by Disclosure Scotland. We will provide our Recruitment with Convictions policy as well as our policy on secure handling, use, storage and retention of disclosure information on request. Further information about this PVG Scheme can be found at* [*www.disclosurescotland.co.uk*](http://www.disclosurescotland.co.uk/)

**Declaration**

**I confirm that the information given in this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made.**  I understand that any offer of volunteering is subject to a series of relevant checks including references and PVG.

(Submission of this form via email or post implies agreement of this declaration unless an explicit statement is made to the contrary.)

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| Signed: |  | Date: |  |

Please return the completed application to [admin@columcillecentre.co.uk](mailto:admin@columcillecentre.co.uk) or by post to: Recruitment, Columcille Centre, 2 Newbattle Terrace, Edinburgh, EH10 4RT.