



**Application Form for Child Contact Centre Volunteers
LOWER EARLEY FAMILY CONTACT CENTRE**

Please return the completed volunteer application form to: Dianne Berry

of Lower Earley Family Contact Centre
 (address) c/o Salvation Army, Chalfont Close, Lower Earley, Reading. RG6 5HZ
 _____ (postcode) RG6 5HZ
 Tel: 07932 014766

STRICTLY CONFIDENTIAL

Surname: _____ Forenames(s): _____
 _____ Postcode: _____
 Phone number: Home _____ Work _____

When would you be available to start volunteering at our Centre? _____

Please provide the names and addresses of two referees. They should not be directly related to you and should be over 18 years of age. You should have known them reasonably well for at least two years on a personal level and one of the referees should be somebody who knows you professionally.

1. Name:	2. Name:
Address:	Address:
Phone number:	Phone number:
Their relationship to you:	Their relationship to you:

References will be taken up and a criminal records check will be undertaken before you begin volunteering at our Child Contact Centre.

Signed: _____ Date: _____

Health

In relation to Health & Safety, it is important that we know if there are any aspects of volunteering at our Centre that you would not be able to cope with. A disability or health problem does not necessarily exclude you from volunteering at the Centre. All information given will be treated with the strictest confidence.

Are you registered disabled? Yes No

If yes, what is the nature of your disability? _____

Do you suffer from any allergies?

Are there any other health matters that we should be aware of?

It is important that you inform us if you should suffer from any illness in the future that may affect your ability to volunteer for the organisation or that would put others at risk.

Criminal Records Checks

As volunteering in our Child Contact Centre involves working with children, all volunteers have to be checked with the Criminal Records Bureau (CRB). You will be asked to complete a ‘Disclosure Application Form’, and provide evidence of identity, before it is sent off to the National Association of Child Contact Centres who are registered with the CRB to apply for the checks on our behalf. A prior criminal conviction may not prevent you from volunteering at our Centre, but failure to disclose relevant convictions in full will result in immediate suspension pending investigation.

The following questions are optional – but it would really help us to know a bit about you.

Employment Status (please tick)			
Not currently seeking employment		Retired from employment	
Unemployed but seeking employment		In full time employment	
In secondary / higher education		In part time employment	
Involved in training scheme		Duke of Edinburgh	
Self employed		New deal	
Prince’s Trust		School / college placement	
Other			

What experience and skills do you bring to our Child Contact Centre? (please tick)							
Administration		First Aid		Training		Clerical	
Caring for others		Fundraising		Public Relations		Finance	
Catering		Health & Safety		Secretarial		Information Technology	
Organisational		Working with children		Legal			
Other (please detail)							

Are there any skills you wish to develop / learn?

Have you any relevant qualifications or training?

What special interests / hobbies do you have?

Please give details of any other voluntary organisation for whom you have volunteered, with details of your experience and the dates involved:

Voluntary organisation	Date from	To	Position and responsibilities

How did you hear about volunteering at a Child Contact Centre?