CHILDREN 1ST

WE LISTEN, WE SUPPORT, WE TAKE ACTION
for Scotland's vulnerable children and families

Founded on 125 YEARS of experience as the RSSPCC

BASIC VOLUNTEER APPLICATION

Please refer to the guidance on page four before completing this application form.

VOLUNTEER VACANCY APPLIED FOR	VACANCY REFERENCE

PERSONAL DETAILS

Forename(s):	Surname:
Address:	
	Postcode:
Email:	Home No:
Mobile No:	Work No:

PREVIOUS EXPERIENCE

Please provide a history of your main occupation(s).

From - To	Description	Paid / Unpaid

EDUCATION/TRAINING

Please provide relevant education or training with dates.

REFERENCES

Please provide the contact details of two referees.
The first should be someone who has known you in a professional capacity e.g. an employer. The second should be someone who is not an immediate family member who could provide a personal character reference.
At least one of the referees should have known you for more than three years.
Prior to the commencement of any volunteering role, you will be asked to attend an interview and your references will be taken up. For all roles involving regulated work with children and/or protected adults, CHILDREN 1ST will require the successful applicant to submit a PVG Scheme Record or a PVG Scheme Record Update application.

Name		Name	
Address		Address	
Postcode		Postcode	
Tel No.		Tel No.	
How do they know you?		How do they know you?	
How long have they known you?		How long have they known you?	

SUPPORTING STATEMENT

Please say why you are interested in becoming a volunteer with CHILDREN 1ST and what skills and qualities you believe you will bring to the work you are applying for.
For positions involving direct work with children, you should mention any informal experience you have of caring for children if not already noted in the 'Previous Experience' section.
Feel free to continue on a separate sheet if necessary.

ADDITIONAL INFORMATION

Please tell us if you feel we will need to provide any additional support to enable you to fulfil this role e.g. in relation to health, mental health or disability.

INTERVIEW AVAILABILITY

Please advise us of suitable days/times when you would be able to attend an interview.

THE VACANCY

How did you learn of this vacancy?

OTHER OPPORTUNITIES

If you would like us to contact you and give you information about other opportunities within CHILDREN 1ST please tick the relevant boxes below (for "Other" opportunities, please state your area of interest):
Your details will be shared with the CHILDREN 1ST services you have requested information about and will not be given to other organisations.

- ☐ Administration volunteer
- ☐ bfriends volunteer
- ☐ Events/Fundraising volunteer
- ☐ ParentLine volunteer
- ☐ Project volunteer
- ☐ Other: .....

AGE CONFIRMATION

☐ Please confirm that you are aged 16 or over by ticking this box.

DECLARATION

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is true and correct.
I understand that a false statement may result in termination of an appointment from this application.

Signed .....

Date .....

CHILDREN 1ST is the working name of the Royal Scottish Society for Prevention of Cruelty to Children
Registered Charity No. SC 016092

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GUIDANCE ON VOLUNTEER RECRUITMENT AND SELECTION PROCESS APPLICATION

All prospective volunteers are required to complete an application form.

Please ensure that you read **Information for Volunteer Applicants** about the volunteer role and the specific and core requirements.

The application form, self-declaration form, and equal opportunities monitoring form can be handwritten or completed electronically, and should be signed and returned to the address given in the advert.

INTERVIEW

Once we have received your application form, we will be in touch to arrange a suitable date and time for an interview. The interview is an important part of the recruitment process, and helps us to get to know you and the qualities that you could bring to being a volunteer with us. It also provides you with an opportunity to find out more about our charity and the work we do.

We do our best to make you feel comfortable and at ease and we aim to let you know the outcome of the interview as soon as possible. Whatever the outcome we will always offer you feedback.

ASSESSMENT

Depending on the role you have applied for we may ask you to take part in further assessment before making a final decision. This is normally the case for roles that involve direct work with children, young people and families, and may also include roles that involve working with the public.

Prospective volunteers are assessed against the specific and core requirements set out in the role description contained within the Information for Volunteer Applicants leaflet.

INDUCTION

Once you have successfully completed the assessment process we will arrange an induction to help you in the early stages of your new volunteering role. The induction process will be arranged by your volunteer supervisor and will involve regular support and supervision and may include further training.

Normally the induction process will last for as long as three months, but this will be dependent on the requirements of the role.

More information on the induction will be provided during the assessed training and through discussions with the volunteer supervisor.

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CRIMINAL CONVICTIONS DECLARATION FORM

PRIVATE AND CONFIDENTIAL

Please use BLOCK CAPITALS and black ink or type.

The information you provide will be treated in the strictest confidence.
Please seal this form in a clearly marked envelope and return with your completed application form.
This envelope will be opened only if you are selected for interview, otherwise it will be returned to you unopened.

If you **do not** have any UNSPENT convictions please go to section 2 and sign the declaration form.

SECTION 1 - UNSPENT CONVICTIONS

Part A

When did the offence occur?	
What were you charged with?	
What sentence did you receive?	

Part B

What were your circumstances at the time? (such as financial, family, etc)

PART C

What have you learned from the experience?

PART D

What is your present situation and your future expectations?

SECTION 2 - DECLARATION

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is true and correct.
I understand that a false statement may result in termination of an appointment from this application.

Signed ..... Date .....

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EQUAL OPPORTUNITIES MONITORING FORM

CHILDREN 1ST accepts its responsibility as an equal opportunities employer, and has adopted an Equal Opportunities Policy. Our aim is to ensure the fair and equal treatment of all job applicants, and to meet the requirements of equal opportunities legislation. You are therefore requested to complete fully the questions below, and return this Monitoring Form in a separate envelope marked 'Equal Opportunities Form'. This will ensure that the details on the form are not seen by any person involved in the recruitment process.

We wish to give you the following assurances in relation to the information you provide:

- The data from this form will only be used to help us monitor the effectiveness of our Equal Opportunities Policy, and will not be used in any way in connection with shortlisting.
- The Monitoring Form will be received by an individual who is not in any way involved in the recruitment process.

Please complete the following details in block capitals, answering all of the questions.

VOLUNTEER ROLE APPLIED FOR	
LOCATION OF ROLE	

WHAT IS YOUR ETHNIC GROUP? *(Please note these classifications are recommended by the Commission for Racial Equality).*

White	☐ Scottish ☐ Other British ☐ Irish ☐ Any other White background *(please specify)* .....
Mixed	☐ Any mixed background (please specify) .....
Asian **Asian Scottish** **or Asian British**	☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Any other Asian background *(please specify)* .....
Black **Black Scottish** or **Black British**	☐ Caribbean ☐ African ☐ Any other Black background *(please specify)* .....
Other ethnic background	☐ Any other ethnic background *(please specify)* .....

PLEASE TICK THE APPROPRIATE ANSWERS:

Sex	☐ Male ☐ Female
Do you consider yourself to have any disabilities?	☐ Yes ☐ No
Age group	☐ Under 25 ☐ 25 - 34 ☐ 35 - 44 ☐ 45 - 54 ☐ Over 54