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**The Hive Community Centre**

**Volunteer Application Form**

The Hive Community Centre is used by people across Peasedown St John and the surrounding area, some of whom will be vulnerable, including older people, those with a disability, young people and those with learning difficulties. As part of our safeguarding policy, we state that all volunteers working at The Hive must have an up-to-date DBS (Disclosure and Barring Scheme) certificate, that they fill in an application form and undergo training for their role.

Please read the Volunteer Role Description and information about The Hive Community Centre before completing this form.

1. **Personal Details**

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact (Name & relationship to you) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have an up to date First Aid Certificate: Yes/No

Would you like your contact details to be added to our mailing list so as to receive news of what is happening at the Hive Community Centre? Yes/No

1. **Experience**

Which volunteer role do you want to do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell us why you want to volunteer at The Hive Community Centre. Please include any relevant experience or qualifications you may have. Also tell us about your interests/hobbies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**7.** **Positive about disability**

**The Hive Community Centre** welcomes applications from people with disabilities and will guarantee an interview to all disabled candidates who demonstrate they meet the requirements of the role. The information requested below will help us to ensure that disabled candidates have fair and equal access to recruitment opportunities and that we fulfil our obligations under the Equality Act 2010. Under this Act, a person with a disability is defined as having ‘a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities’. The Hive Community Centre is an accessible building.

**Do you consider yourself to have a disability?**  **YES ❑ NO ❑**

**If yes, and you are selected for interview, would you welcome a pre-interview discussion to identify any requirements you may have?** **YES ❑ NO ❑**

**Would the provision of any aids or reasonable adjustments assist you in carrying out the duties of the post?** (If yes, this will be discussed with you at interview) **YES ❑ NO ❑**

**9.** **Referees – Please give details of 2 people (professional & personal) who would be willing to give you a reference**

**Referee 1 (Professional)**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role/Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact prior to interview **YES ❑ NO ❑**

**Referee 2 (Personal– not a family member/ spouse)**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role/Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to you\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact prior to interview **YES ❑ NO ❑**

**9. Legal Requirement**

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer a position that involves regular contact with young people under the age of 18 years to anyone who has been convicted of certain offences, or who is included on the Protection of Children Act List /Department for Education and Skills List 99.

As this post may involve unsupervised contact with children, young people or vulnerable adults, all applicants must agree to a Disclosure and Barring Service check being carried out prior to confirmation of the position.

If the successful applicant is approved to take up the a volunteer role at The Hive Community Centre they will be required to sign a Data Protection/Confidentiality Agreement to comply with Data Protection Act 1998.

**10. Declaration**

I have carefully considered my application and declare that the information given is to the best of my knowledge true and complete.

Should I be successful with my application, I agree to attend a training course to equip me for the role

I understand that taking part in the training course does not automatically qualify me to become a volunteer. This will be discussed at an informal post-training interview.

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All personal data is held in line with the Data Protection Act 1998.**

***Please return this completed and signed application form either by email to*** [***manager@thehivepsj.org***](mailto:manager@thehivepsj.org) ***or in a sealed envelope marked “Private and Confidential” to: The Manager, The Hive Community Centre, Bath Road, Peasedown St John, Bath BA2 8TY.***

***GDPR***

*The Hive Community Centre operates under the charitable status of St John’s Church (Reg Charity No 1154122) whose privacy policy can be found on the St J’s Group website at* [*www.stjsgroup.church*](http://www.stjsgroup.church) *Your personal data will only be used in connection with the purpose for which you have given it and will not be passed to a third party.*