

Guidance notes for completing the Volunteer application form

1. References

Potential volunteers need to supply the name, address, telephone number and their relationship to the referee on the application form. The referee will ideally have known you for a minimum of one year in a professional capacity. For example, previous employers, volunteer co-ordinators, managers of hostel accommodation, doctors and tutors are all acceptable as referees.

REFERENCES FROM FRIENDS AND FAMILY ARE NOT ACCEPTABLE

If you have not known anyone in a professional capacity for more than a year, for example if you have only been in the country six months, a reference from anyone who knows you in a professional capacity will be considered.

2. I am over 18

Due to the vulnerable nature of some of our clients (e.g. many experience issues around drinking, drug use, abuse and mental health) the KENWARD TRUST requires all Volunteers and members of staff to be over 18 years of age at the date of application. (This excludes the cascade programme)

3. Current/ex KENWARD TRUST Service Users

KENWARD TRUST asks current/ex service users to declare which projects they are/have been living in/ attending, since we feel it is good practice not to place Volunteers in projects where they are/have been involved (within a recent time period). This ensures the confidentiality of the Trusts Service Users and the Volunteer.

4. Work Permit

If you need a work permit to work in the United Kingdom, please contact the Volunteer Manager 01622 814187 for clarification before completing the application form.

5. Police Checks

KENWARD TRUSTS clients are designated as vulnerable adults/children. Volunteers work in direct contact with our clients and are required to hold a current Enhanced Disclosure certificate issued by the Criminal Records Bureau. KENWARD TRUST will pay for this check to be carried out.

Volunteers must provide an officially recognised identity document, e.g. passport, driving licence, etc, containing their photograph, together with two documents confirming their current address, e.g. a utility bill for gas, electric or phone, etc. Please note that these checks usually take at least 6 weeks.

6. Data Protection Act 1998

Please note that the information you provide on the application form will be stored in a retrieval system. This information is treated as highly confidential and will be stored in a secure storage system. It will not be made available to any other agency/organisation.

7. Previously unsuccessful applicants need not reapply



KENWARD TRUST Volunteer Application Form

TitleFirst name(s).....Surname.....
Home Address
.....
.....
Telephone (Day) Evening
Mobile..... Email.....
Date of Birth

Please give details of two referee (see guidance note 1)

Referee 1

Name..... Telephone number
Email.....
Home Address
.....
Relationship to you.....

Referee 2

Name..... Telephone number
Email.....
Home Address
.....
Relationship to you.....

'I am over 18' – please sign (see guidance note 2)

.....

Do you need a work permit? (see guidance note 4) Yes No

N.B. CRB Police Checks: All volunteers and staff of the Kenward Trust who have direct contact with clients have to complete an 'Enhanced' Disclosure application. Volunteers will not be able to work until the Disclosure has been successfully completed. This process takes approximately six weeks. Current Disclosures held by volunteers must not be more than six months old to be valid.

Kenward Trust actively promotes equality of opportunity and will not discriminate in its decisions against ex-offenders with criminal records.

- For posts involving access to vulnerable people (our clients), spent and unspent convictions must be disclosed on the form below.
- For all other posts, only unspent convictions must be disclosed.

Have you ever been convicted of a criminal offence? Yes No

If 'yes', please give details below

Dates

Conviction

Sentence (state whether spent or unspent) please continue on separate sheet if necessary

1. Please describe the skill/activity you would like to provide and why you are applying to the KENWARD TRUST

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2. I am willing to travel to anywhere in Kent (please tick) Yes No

3. Preferred work location:

Residential Project	Location	Ideal Role
Kenward House	Yalding	
Boons Park	Edenbridge	
The Barn	Yalding	
Naomi Project	Hawkhurst	
Malt House	Uckfield	
The Lighthouse Project	Margate	

Community Day Centre	Location	Ideal Role
Mill House	Maidstone	
Wealden Centre	Tonbridge	
Alcohol Clinics	West Kent (various)	
SPI/ATR	Gravesend	

Youth Services	Location	Ideal Role
Grey Zebra		

4. Please tick which would be the best time for you to do voluntary work:

Weekday daytime Weekday evenings* Weekends*

5. I am willing to commit to a minimum six months of volunteering yes No

Or

I am willing to volunteer for annual events that happen periodically. PLEASE STATE BELOW

* Volunteers will be expected to have excellent skills at working under own motivation

1. Why might someone come to our services?.....

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.....

2. Many of Kenward Trusts clients have poor motivation and little wish to engage with other people. How might you engage and motivate them in your given task? (training will be given)

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.....
.....

3. What would you do to keep yourself motivated to continue to volunteer?.....

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.....

4. What is your knowledge of Health and Safety considerations when working with a vulnerable client group? (You can be specific about the activity you wish to provide)

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.....

5 (a) What is your understanding of Equal Opportunities?

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.....

5 (b) How would you address Equal Opportunities in your chosen role?

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6), Please sign to state that the information you have provided on this form is true (see guidance note) and that you have read, and understood, the accompanying guidance.

Signed **Date**

If you wish to receive the Kenward Trust NEW LIFE newsletter, please tick here

(NEW LIFE newsletter is sent out four times a year, giving the latest information on our work, news, stories, funding requests may accompany the newsletter.)

Volunteer Services reserves the right to withdraw an application at any stage of the recruitment process. Please also note that project managers also have the right to withdraw a volunteer from a project placement.

N.B. All volunteers will be advised of the result of their application

KENWARD TRUST

Equal Opportunities Monitoring Form

Volunteer Services are committed to KENWARD TRUST Equal Opportunities Policy and will therefore work to ensure that Equal Opportunities is the basis for all contact and work with Volunteers. KENWARD TRUST believes that Volunteers should reflect the cultural and ethnic composition of the community and the projects its serves. KENWARD TRUST Volunteer Services will actively seek out, encourage and assist Volunteers from all cultural and ethnic groupings to take part in its activities.

To allow us to monitor our compliance with the Equal Opportunities Policy, you are asked to complete the questions below. You are under no obligation to supply this information but if you do, it will be treated as strictly confidential and used for monitoring purposes only. A full copy of our 'Equal Opportunity Policy Statement' is available at your request,

1. Volunteer position applied for / skills offered:

.....

2. Gender: Male Female

3. Date of birth:.....

4. I would describe my ethnicity as (tick one box only):

To which ethnic group do you belong? (Please tick the relevant box)			
White			
British	Irish	Any other White background	
Black or Black British			
Caribbean	African	Any other Black background	
Mixed			
White & Black Caribbean	White & Black African	White & Asian	
Any Other Mixed Background			
Asian or Asian British			
Indian	Pakistani	Bangladeshi	
Any other Asian Background			

Chinese or other ethnic group			
Chinese	Any other		

5. Service user:

Have you been / or are you a service user?

Ex-service user Current service user No Prefer not to say

6. Disability:

Would you describe yourself as someone who has a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to day activities?

Yes No

If yes please indicate below which would best describes your impairment.

Physical Impairment e.g. Mobility, Dexterity	Yes <input type="checkbox"/>	<input type="checkbox"/> No
Sensory Impairment e.g. Visual, Auditory, Speech	Yes <input type="checkbox"/>	<input type="checkbox"/> No
Mental Health Con e.g. Depression, Schizophrenia, Dyslexia	Yes <input type="checkbox"/>	<input type="checkbox"/> No
Learning / Cognitive Impairment e.g. Dyslexia	Yes <input type="checkbox"/>	<input type="checkbox"/> No
Long-Standing Illness / Condition e.g. Cancer, HIV	Yes <input type="checkbox"/>	<input type="checkbox"/> No

Thank you for your cooperation

<i>Is there any further information you would like to give?</i>

Applicants with a disability are encouraged to contact Volunteer Services to let us know if there are any adjustments we can make to support you with the interview and, if successful, in the volunteering role. Please note that not all volunteer placement projects have wheelchair access.

I heard about this voluntary position via:

(e.g. KM Newspaper, a friend, volunteer bureau, Kenward Trust Website, Partner agency www.do-it.org website)

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Thank you for your assistance. This form will be will be used for statistical purposes only. It will *not* be used for volunteer selection procedures.