Hello! Thank you so much for thinking about applying to do work experience with The Door. We know this form can look a bit long and daunting. Don’t worry it’s not a test! Please simply complete it to the best of your ability and we will help you from there. If you have any questions about completing the form please contact the office on the details at the bottom of this page. Thank you.

GENERAL VOLUNTEERING AND WORK EXPERIENCE: ROLE AND SPECIFICATION (UNDER 18)

**Overview of role:** To gain experience in the charity sector and provide support to The Door staff team.

|  |  |
| --- | --- |
| **To be a volunteer you will need to:** | **As a volunteer you will:** |
| * Complete and submit an application form * Provide at least two references * Attend an informal interview * Complete a DBS check (16 years+) (If volunteering for more than 4 weeks) * Complete a short induction relevant to your role including safeguarding awareness * Adhere to the polices and practices of The Door. In particular to safeguard the welfare of participants to prevent abuse. * Maintain good communication with The Door | * Be a positive and active role model * Support staff in their day to day roles * Learn about how The Door operates * Gain better understanding of the charity sector * Learn new skills * Improve your confidence * Create opportunities for personal growth |

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| **Area** | **Essential** | **Desirable** |
| **Skills** | Ability to listen and follow instructions  Ability to engage with others and work in a team | Basic IT skills  Able to self motivate |
| **Knowledge** | None | The issues impacting young people and their families locally  Basic knowledge of The Door’s services |
| **Experience** | None | Previous similar work - paid or voluntary |
| **Attitude** | Open to learning  Commitment to develop knowledge and skills through training |  |
| **Values** | Commitment to working in ways that do not discriminate against any group |  |
| **Availability and commitment** | Be sympathetic to the Christian ethos of The Door  Able to commit to a regular volunteering slot |  |

**APPLICATION FOR VOLUNTEERING – NO TRAINING COURSE (Over 18)**

The Door is fully committed to the safeguarding of young people and families, which incorporates the use of robust Safer Recruitment practices. Please answer all the questions below in full. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you. Please note that you may need to complete an enhanced Disclosure and Barring Service (DBS) check if you are offered the post.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are you looking for? (Please tick)** | | | | | | | | | | | | | | | | |
| General Volunteering:🞏 Work Experience (Ongoing):🞏 Work Experience (Set Dates):🞏 Observation: 🞏 | | | | | | | | | | | | | | | | |
| **Areas of Interest (Please tick)** | | | | | | | | | | | | | | | | |
| Administration🞏 Fundraising 🞏 Retail (Shop)🞏 Youthwork: 🞏  **Dates:**  Preferred start date, or dates of work experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **SECTION A: Christian Ethos** | | | | | | | | | | | | | | | |
| The Door Youth Project is a Christian organisation which exists for all young people regardless of faith. Although we recruit staff who are not committed practising Christians we expect all paid staff and volunteers to be sympathetic to the Christian ethos of the organisation.  **Please tick this box to confirm you have read and agree to this statement 🞎** | | | | | | | | | | | | | | | |
| **SECTION B: Personal Details** | | | | | | | | | | | | | | | |
| Date of Birth: | |  | | | Title: | |  | | Pronouns: | |  | | Sex: | |  |
| First Name(s): | |  | | | | | Surname: | |  | | | | | | |
| Any former name(s) | | | |  | | | | | | | | | | | |
| Ethnicity |  | | | | | | | | | Nationality | |  | | | |
| Home address:  Postcode: | | | | | | | | | | | | | | | |
| Previous address (if moved within last 12 months)  Postcode: | | | | | | | | | | | | | | | |
| National Insurance number | | | | | |  | | | | | | | | | |
| Home phone | | |  | | | | | Mobile phone | | | | | |  | |
| Email address | | |  | | | | | | | | | | | | |

|  |  |
| --- | --- |
| **SECTION C: Emergency Contact Details** | |
| Name: | Contact number: |
| Relationship to applicant: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION D: Accessibility** | | | | | |
| Do you consider yourself to have any disability, medical condition (including allergies) that we should be aware of that could affect your volunteering role? (If yes, please list) | | | | Yes ⃝ | No ⃝ |
|  | | | | | |
| **SECTION E: Experience and Employment** | | | | | |
| **What is your current status?** | | | | | |
| Employed full time: 🞏 Employed part time: 🞏 Self-employed: 🞏 Student:🞏 Retired:🞏 Other:🞏 | | | | | |
| **Please provide details of your employment history including any voluntary roles. This information is required to adhere to our Safer Recruitment Policy and we are happy to discuss any questions you may have at interview or before you apply. Please note no experience is necessary to apply.**  **Please provide details on a further sheet if needed.** | | | | | |
| Organisation | Role | Dates | Reason for leaving | | |
|  |  |  |  | | |

|  |  |  |
| --- | --- | --- |
| **SECTION F: A bit about you** | | |
| **Please tell us why you would like to volunteer and what you think you will gain from the experience. Do you have any skills or interests that you can bring to this role?** | | |
|  | | |
| **SECTION G: The practical bits** | | |
| Do you have any experience of till work? | | Yes: 🞏 No: 🞏 |
| Are you willing to undertake induction training as part of your role.  This will be both in person and on a computer. We will provide access to a computer if needed. | | Yes: 🞏 No: 🞏 |
| Have you ever completed a DBS Check? | | Yes: 🞏 No: 🞏 |
| If ‘Yes’, are you registered on the online update service? | | Yes: 🞏 No: 🞏 |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION H: SELF-DISCLOSURE AND DECLARATION** | | | | | |
| If you answer **yes** to any of the following, please **provide details on a separate sheet**.  Please note you can still apply if you have a record - we are happy to discuss in more detail  at your interview and answer any questions you may have. | | | | | |
| Have you had any physical dependencies at any time during the past 2 years? (drugs/alcohol/gambling etc.) | | | | Yes ⃝ | No ⃝ |
| Have you ever been known to any Children’s Services Department or to the police as being a risk or potential risk to children? | | | | Yes ⃝ | No ⃝ |
| Have you ever been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children? | | | | Yes ⃝ | No ⃝ |
| Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? | | | | Yes ⃝ | No ⃝ |
| Have you ever been involved in any incident(s) in which allegations of child abuse have been made against you?  (We need to know about unsubstantiated allegations as well as substantiated ones.) | | | | Yes ⃝ | No ⃝ |
| Do you have any criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013? Having a criminal record does not necessarily exclude you from volunteering with us. | | | | Yes ⃝ | No ⃝ |
| **Self-disclosure Declaration** | | | | | |
| I agree that the information provided on this form may be processed in connection with my application for employment. I understand that an offer of employment may be withdrawn or disciplinary action (including dismissal without notice) may be taken if information is not disclosed by me and subsequently comes to the organisation’s attention.  In accordance with The Door’s procedures, I agree to provide a valid criminal record certificate (DBS) and consent to The Door clarifying any information provided on the disclosure with the agencies providing it. I agree to inform The Door within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  I understand that the information contained on this form, the results of the criminal record check and information provided by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. | | | | | |
| Signed |  | Date |  | | |
| **SECTION I: Interview** | | | | | | |
| You will be required to attend interview to be offered the role. Please let us know of any specific requirements you may have in order to attend interview. | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION J: REFERENCES** | | | | | | | | | |
| Please provide names of at least two people not related to you that we can approach for a character reference. Where possible referees should have known you for **at least 2 years.** We suggest your form tutor and head of year**. If you are employed please provide details of your employer as one of your references.** Other appropriate referees include, friends, neighbours, colleagues, other former employers and recognised figures of authority (e.g. a teachers, church leaders, etc) **In line with The Door’s Safer Recruitment Policy references will be taken up ahead of interview. Please notify these people that they may need to give a reference for you.** | | | | | | | | | |
| **Reference 1:** | | | | | | | | | |
| Name |  | | | Role |  | | | | |
| Address:  Postcode: | | | | | | | | | |
| Phone |  | | | Alternative phone | | |  | | |
| Email address | | |  | | | | | | |
|  | | | | | | | | | |
| **Reference 2:** | | | | | | | | | |
| Name |  | | | Role |  | | | | |
| Address:  Postcode: | | | | | | | | | |
| Phone |  | | | Alternative phone | | |  | | |
| Email address | | |  | | | | | | |
| **SECTION K: Data Protection Declaration** | | | | | | | | | |
| I give my consent for photos and videos of me to be taken by The Door whilst I am participating in The Door’s activities, and for The Door to retain and use these photos/videos in their fundraising and publicity. – **Please Tick =>** | | | | | | | | | ⃝ |
| I agree to The Door storing and processing my personal data in connection with my application for a voluntary role at The Door, to preserve my safety and the safety of others. I understand that it may also be used on an anonymised basis for the purposes of monitoring and improving The Door’s services.– **Please Tick =>** | | | | | | | | | ⃝ |
| I have seen The Door’s Reference Request Form(s), available at thedoor.org.uk/reference, and agree to the requested information being sought from my above-named referees and processed by The Door in connection with my application. – **Please Tick =>** | | | | | | | | | ⃝ |
| Signed | |  | | | Date |  | | | |
|  | | | | | | | | | |
| Where did you find out about this opportunity/ where did you get this form? | | | | | | | |  | |
| **Please return completed forms to Operations Manager, The Door, 44-45 High St, Stroud, GL5 1AN or to training@thedoor.org.uk**  **For details of The Door’s privacy policy, see thedoor.org.uk/privacy** | | | | | | | | | |