





## 6. Summary of Skills & Talents

Please provide a description of any skills and talents you have which will be useful in this volunteering role:

## 7. Expression of Interests

Please tell us why you are interested in volunteering for Action Homeless:

## 8. Personal Statement

Have you done any voluntary work before?

Yes

No

If Yes, please give details:

Have you any experience of working with homelessness?

Yes

No

If Yes, please give details:

## 9. Hobbies and Interests:

## 10. Relationships

Are you related to or do you know any members of staff or Trustees of Action Homeless?

Yes

No

If yes, Please give details:

**11. References – should be someone you have known for longer than a year who is not a relative.**

Referee 1	Referee 2
Name: _____	Name: _____
Address: _____ _____ _____	Address: _____ _____ _____
Postcode: _____	Postcode: _____
Email: _____	Email: _____
Telephone Number: _____	Telephone Number: _____
Title/Position: _____	Title/Position: _____
Relationship to applicant: _____	Relationship to applicant: _____

Please note that acceptance on a voluntary role is subject to Action Homeless receiving satisfactory references. Your referees will only be contacted if you are offered a volunteering opportunity.

**12. Data Protection Act**

The information you provide will be processed in accordance with the Data Protection Acts 1984 and 1998. The application form is used for short-listing, interviewing and monitoring purposes. If you are not appointed, your form will be retained for a period of 12 months. Successful volunteer's application form part of a personal file which will be retained in a secure environment.

**13. Disability Discrimination Act 1995**

Action Homeless welcomes applications from people who have any condition that falls within the Disability Discriminations Act 1995

Do you have a condition that falls within the Disability Act 1995?

Yes  No

If yes, please give details below, including any support you feel you may benefit from in undertaking this role:

**14. Interview Arrangements**

Please indicate below any dates when you would not be available to attend for interview:

## 15. Criminal Convictions & Cautions

Do you hold a DBS (Disclosure and Barring Service) certificate less than 2 years old?

Yes  No

The rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for work. You need only tell us about any unspent convictions you have in this section.

Have you been convicted by the courts of any criminal offence which is currently unspent?

Yes  No

Are you currently the subject to any police investigations following allegations made against you?

Yes  No

If you have answered YES to any the above questions, please give details of offences, penalties, dates and country in which they occurred, or of allegations made against you, in a sealed envelope marked CONFIDENTIAL with your name and the role you have applied for and attached to this application form. Answering YES will not necessarily prevent you from being considered for the role.

## 16. Declaration

- I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of any information may lead to withdrawal of any offer.
- I confirm that nothing within my personal or professional background deems me unsuitable for a post which involves working with vulnerable people.
- By signing this form I agree to Action Homeless using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
- I also understand that if I don't tell you about any relationships with members of staff or the Board of Trustees, or I neglect to tell you about any criminal convictions/ cautions/ reprimands/ final warnings, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that any offer is subject to satisfactory references, DBS outcomes and evidence of the right to work in the UK. If I am accepted as a volunteer I will abide by Action Homeless policies and Code of Conduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 17. Monitoring

Completion of this section is voluntary and in confidence

### A) Media Source

Where did you hear about this Role? \_\_\_\_\_

### B) Equal Opportunity Monitoring

Date of Birth: \_\_\_\_\_

Gender: Male  Female

### C) Religion

- Buddhist     Christian     Hindu     Jewish  
 Muslim     Sikh     None     Other please state

### D) Ethnic Origin

White	Mixed	Asian or Asian British	Black or Black British	Chinese or Other ethnic group
British	White & black Caribbean	Indian	Caribbean	Chinese
Irish	White & Black African	Pakistani	African	Other
Other	White & Asian	Bangladeshi	Other	
	Other	Other		

Thank you for completing this application form.

Please return completed forms to James Riviere either via email at [jamesriviere@actionhomeless.org.uk](mailto:jamesriviere@actionhomeless.org.uk) or post to Action Homeless, Ridgeway House, Little Hill, Newton Lane, Wigston, LE18 3SE.