



APPLICATION FOR VOLUNTEERING

The Sport and Play Development Service believes volunteers are crucial to the development of sport and play in the East Riding. We would like to provide volunteers with a programme of structured opportunities to further their involvement in sport and play, which will provide mutual benefits and enjoyment to all

Name of Sport & Play Development Officer who sent the application form: _____

PERSONAL DETAILS

Title: _____

First name(s): _____

Last name: _____

Address including postcode: _____

Home Telephone Number _____

Work Telephone Number _____

Mobile Telephone Number _____

Email Address _____

Date of birth: _____

Any Medical Conditions? Eg. asthma, epilepsy: _____

Emergency Contact Name and Telephone Number: _____

Do you have any requirements due to a disability, which we need to be aware of in order to, support you as a volunteer? Yes / No

If yes, please give details: _____

Do you hold a full valid driving licence? Yes / No

Do you have the use of a car? Yes / No

Do you have, or have you had in the last 5 years, any of the following driving convictions? Dangerous/reckless driving (code DD) Yes / No

Driving whilst under the influence of drink/drugs (code DR) Yes / No

Unlawful taking / Stealing (code UT) Yes / No

Failing to Stop / Failing to report an accident (code AC) Yes / No

Disqualification from driving for ANY offence (including totting up) Yes / No

Please specify any other driving conviction within the last 5 years: _____

PROFESSIONAL QUALIFICATIONS

| Awarding Body (Leadership, Sports Specific) e.g. FA Level 1, CSLA etc | Level of qualification (expiry date, if relevant) | Date achieved |
|---|---|---------------|
| | | |

THE SPORT AND PLAY DEVELOPMENT SERVICE CAN PROVIDE VOLUNTEERS WITH A COMPREHENSIVE TRAINING PACKAGE, WHICH IS FREE OF CHARGE. PLEASE INDICATE WHICH COURSES YOU WOULD BE INTERESTED IN:

| | | | | | |
|--|--|-------------------------------|--|-----------|--|
| Safeguarding (Child Protection) | | Fun Games and Play Activities | | First Aid | |
| Disability Awareness | | Drugs Awareness | | Equity | |
| | | | | | |
| Are you willing to undertake training? | | | | Yes / No | |

IMPORTANT NOTICES TO APPLICANTS

This post is exempt from the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exemptions) Order 1975. Applicants must declare all convictions, cautions or bind-overs which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such information could result in dismissal or disciplinary action.

Any information given will be completely confidential and will be considered only in relation to your application for this post. Any disclosure information revealed will be discussed with you prior to a recruitment decision being made.

All criminal record information is dealt with in accordance with the Criminal Records Bureau Code of Practice, a copy of which can be supplied on request.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

| | |
|--|--------------------------------|
| Have you ever been convicted of a criminal offence, cautioned or bound-over? | Yes / No |
| If you have answered YES above, please state the nature of offence(s) and the date and place of the conviction(s), caution(s) or bind-over(s): | |
| Any other names you have used with dates of usage e.g. maiden name, former marriage, change by deed poll: | |
| Please ensure that you have enclosed 2 passport photos to be used as an ID badge with you completed application. | Photographs enclosed? Yes / No |

REFERENCES

Please give details of two employment referees, one of whom must be your present or most recent employer. (If you are not currently working with children, but have previously done so, you must also provide a referee for your most recent employment with children). References are not accepted from relatives or friends writing solely in this capacity. The Council reserves the right to contact any current or previous employer after the informal interview process.

| | |
|-----------------------------|--|
| Referee 1 Name: | |
| Position: | |
| Organisation: | |
| Address including postcode: | |
| Telephone number: | |
| Fax number: | |
| Email: | |

| | |
|-----------------------------|--|
| Referee 2 Name: | |
| Position: | |
| Organisation: | |
| Address including postcode: | |
| Telephone number: | |
| Fax number: | |
| Email: | |

COMMITMENT TO EQUALITY OF OPPORTUNITY

East Riding of Yorkshire Council will ensure that no applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities. All Members, employees and agents of the Council must seek to eliminate discrimination and promote equality and good relations within all communities.

The Council is committed to ensure all applicants with a disability who meet the criteria for the opportunity and consider them on their abilities.

SAFEGUARDING INFORMATION

East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children. Referees will be asked about disciplinary offences and whether the applicant has been the subject of any concerns relating to children, where the post has involved such contact. Any relevant issues arising from references will be discussed at interview.

GENERAL INFORMATION

This application will be treated in the strictest confidence. The Council reserves the right to verify claims made in this application. Canvassing of any Member or Officer of the Council will disqualify a candidate from a potential placement. A candidate who knowingly fails to disclose a family or close relationship to a Member, Senior Officer or Member of a Governing Body will be disqualified from the placement.

Any false statement or withholding of relevant information may result in this application being rejected, dismissal or the withdrawal of an offer of appointment and possible referral to the police.

DECLARATION BY APPLICANT

In completing this form, I give my permission for this data (excluding workforce monitoring information) to be used in the recruitment process to arrive at a selection decision and to be held and used for the purpose of compliance with Council policy and legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns as defined under data protection legislation. Should I be unsuccessful this will be for a period of six months, should I be successful I understand that the data will form the basis of some personal files.

I agree that during the course of any placement I will inform my contact Sport & Play Development Officer immediately of any conviction for a criminal offence (other than minor road traffic and parking offences).

I certify that the contents of this application are, to the best of my knowledge and belief, a true statement.

I am not barred or disqualified from working with children or subject to sanctions imposed by a regulatory body relating to this type of work. I have declared any convictions, cautions and bind-overs.

Signature:

Date:

Please return completed forms to (Named Officer on the top of page 1), East Riding of Yorkshire Council, Sport and Play Development Service, County Hall, Beverley, East Riding of Yorkshire, HU17 9BA.