# Volunteer Application Form

If you need any help filling in this form, then please let us know and we will be happy to assist.

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| --- | --- | --- |
| Date of application | | |
| Surname | Title (eg Ms, Mr) | |
| First name/s | | |
| Address | | |
| Phone | Email | |
| Are you related to or have a close relationship with a current staff member or volunteer of Braywick Plant Nurseries Ltd? | | Yes / No |
| If Yes, please provide details | | |

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| **Please tell us when you could volunteer** | | | | | | | |  | |
|  | Mon | Tue | Wed | Thu | Fri | Sat | Sun |  |
| Morning |  |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Details of your most recent Employment / Education (Plus a cv if you have one) | |
| Name & address of most recent employer or college / school | Job Title: |
|  | Start Date: |
| Leaving Date: (if applicable) |
| Please briefly describe your main duties and responsibilities: | |
|  | |
| Reason for Leaving : | |

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| **Please give details of any relevant qualifications, skills or experience you have** |
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| **Type of volunteer work preferred?** |
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| **Braywick Plant Nurseries seeks to make reasonable adjustments to enable people with disabilities to volunteer. If you consider you have a disability or impairment please provide details below** |
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| **How did you hear about Braywick Plant Nurseries and why you would like to join our team of volunteers ?** |
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**Referees**

Please provide details of two referees, who have recent knowledge of your work, one must be your school or present or last employer if recently employed. References can’t be accepted from relatives or from people writing solely in the capacity of friends.

**Referee 1:**

Name: ……………………………………………………………………………………………………

Company and Job Role : ………………………………………………………………………………………

Address: ……………………………………………………………………………………………………..

……………………………………………………………………………………………………..

Telephone No: ……………………………. E mail: …………………………………….….

**Referee 2:**

Name: ……………………………………………………………………………………………………

Company and Job Role : ………………………………………………………………………………………

Address: ……………………………………………………………………………………………………..

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Telephone No: ……………………………. E mail: …………………………………….….

If you have worked (paid or voluntary) with children or vulnerable adults in the past but not currently, please provide details of a third referee from the most recent employer where you worked with children or vulnerable adults.

Name: ……………………………………………………………………………………………………

Company & Job Role : …………………………………………………………………..……………………….

Address: ……………………………………………………………………………………………………..

……………………………………………………………………………………………………..

Telephone No: ……………………………………..…… E mail : ……………………………………..……….

Unless you have otherwise requested, references will be taken up prior to any offer of volunteering opportunities. Previous employers may also be approached for information to verify experience or qualifications and If your previous posts have involved working with children or vulnerable adults on either a paid or voluntary basis, questions will be asked about disciplinary offences including any which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any safe guarding concerns, (unless these were considered to be false, unsubstantiated or malicious), and if so the outcome of any enquiry or disciplinary procedure.

**Declaration of Criminal Convictions**

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, subject to filtering rules past cautions or prosecutions pending. A DBS certificate is required for this role. If you do not currently have a DBS certificate we will help you apply for it.

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| **Criminal record – please answer Yes or No** | **YES** | **NO** |
| Have you been convicted of a criminal offence? | \* |  |
| Are you banned from working with children? |  |  |
| Are you banned from working with vulnerable adults? |  |  |

\* If you answered Yes please complete the page titled **Disclosure of Criminal Background**.

**General Data Protection Regulations (GDPR)**

The information you have supplied is required and will be used for the purpose of recruitment, selection and verification processes only and is in accordance with Data Protection legislation.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 6 months after which it will be disposed of using appropriate process.

If you would like more information about how we use your data, please ask to see our Privacy Notice.

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| **If you are not a British national please provide details of your right to live / work in the UK** |
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Declaration

I have the legal right to live and work in the UK **Yes / No**

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State.

I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

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

STRICTLY CONFIDENTIAL

**ADDITIONAL QUESTION - DISCLOSURE OF CRIMINAL BACKGROUND**

1. Braywick Plant Nurseries has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions or cautions subject to the rules below, so they may be taken into account when your application is considered.
2. The Disclosure and Barring Service (DBS) will filter out convictions and cautions under the rules detailed below and therefore these will not be printed on the disclosure certificate you receive. You do not have to disclose convictions or cautions if they fall within the DBS filtering rules.

**Filtering Rules for Criminal Record Check Certificates**

1. For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate DBS criminal record if:

* 11 years have elapsed since the date of the conviction; **and**
* It is the person’s only offence, **and**
* It did not result in a custodial sentence.

1. Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.
2. An adult caution will be removed after 6 years have elapsed since the date of the caution – and it does not appear on the list of offences relevant to safeguarding.
3. For those under 18 at the time of the offence:

* The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.
* The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

1. In answering the question below the position for which you are applying for is exempt from the Rehabilitation of Offenders Act 1974. Subject to the rules above you must disclose any convictions you may have even if they would otherwise be regarded as ‘spent’ under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

Please give details of all convictions and cautions, including ‘spent’ convictions and cautions.

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**DECLARATION**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name (Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have disclosed conviction information please place this part of the application form in a separate sealed envelope marked with your name and the following text : **Disclosure information, Strictly Confidential.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.

**EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION**

Braywick Heath Nurseries is able (with your consent), to check your suitability for working with vulnerable adults through the Disclosure and Barring Service. If you do not consent to these checks it will not be possible to consider your application further. As part of the DBS process, registers of persons found to be unsuitable to work with children or vulnerable adults will be checked. Their Code of Practice by which employers must abide, can be accessed on the internet at: [https://www.gov.uk/government/publications/dbs-code-of-practice](about:blank).

Braywick Plant Nurseries complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.  We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. DBS information received will be kept in strict confidence. You will also be sent directly the results of your DBS check.

**Having a criminal record will not necessarily bar you from working with us.**

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If the DBS check discloses a conviction which you failed to declare this may disqualify you from appointment.