



Volunteer Application Form

Full Name _____ D.O.B. _____

Age _____ Male / Female _____

Address _____

_____ Post Code _____

Telephone: Daytime _____ Evening _____

Mobile _____ Email _____

Are you registered disabled? if yes, please give details

Are you currently a student? Yes No

Are you currently employed? Yes No

If yes, please state where and in what capacity

Please give details of your past work experience

In which area of the Club would you like to volunteer?

Senior Club (12-21yrs) Junior Club (8-12yrs) Just For Girls (Sundays)

Sports Football Boxing Out of School Holiday Care

State briefly why you would like to be a Volunteer with Bolton Lads and Girls Club

What do you hope to gain from the experience?

Please give details of any unpaid work, qualifications and life experiences that you have had that may be relevant

In what way do you feel you will be able to contribute towards the young people who attend Bolton Lads & Girls Club?

What days and times are you available?

Please give any other relevant information in support of your application. Include hobbies, interests, experiences etc.

Do you have a criminal record? Yes No

(This would not necessarily prevent you from becoming a volunteer)

We are required to run an enhanced Criminal Records Bureau check and will complete the details required with you during your initial interview.

Do you hold a current Driving Licence? Yes No

How did you hear about Bolton Lads & Girls Club?

Current Volunteer Newspaper Leaflet/Poster Staff Member

Club Company Friend/Colleague Other

_____ (please specify)

References (Please give the names and addresses of 2 people whom you have know for at least 2 years, to whom we can write to for a reference)

Employment related
(Name & Address)

Character
(Name & Address)

Tel No. _____

Tel No. _____

How long have you known this person?

How long have you known this person?

How would you describe your Ethnicity? (please tick one box)

We are required by funding bodies to monitor equality of opportunity

- | | | | | | |
|-------------------|--------------------------|-------------------------|--------------------------|-------------------|--------------------------|
| Asian Bangladeshi | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | White and Black | <input type="checkbox"/> |
| Asian Indian | <input type="checkbox"/> | Don't Know | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> |
| Asian Other | <input type="checkbox"/> | Mixed Other | <input type="checkbox"/> | White British | <input type="checkbox"/> |
| Asian Pakistani | <input type="checkbox"/> | Other Ethnic Group | <input type="checkbox"/> | White Irish | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | White and Asian | <input type="checkbox"/> | White Other | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| Black Other | <input type="checkbox"/> | | | | |

Signature _____

Date _____

Please return completed application forms to:

Rebecca Phillips
Bolton Lads & Girls Club
18 Spa Road
Bolton, BL1 4AG
For info:- Tel (01204) 540109

If you have any queries about your application please contact:
Rebecca Phillips
Volunteer Recruitment Co-ordinator

Bolton Lads & Girls Club

Policy statement on the recruitment of ex-offenders

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Bolton Lads & Girls Club complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Bolton Lads & Girls Club is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical /mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively 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. We select all candidates for interview based on their skills, qualifications, and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Bolton Lads & Girls Club and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Bolton Lads & Girls Club to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Bolton Lads & Girls Club who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measure discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

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

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.