



VOLUNTEER APPLICATION FORM

Please email;
Volunteers@sheffield-cathedral.org.uk
Or return to;
Chris Carrington, Volunteer Manager
Sheffield Cathedral, Church Street
Sheffield, S1 1HA

Role Applied for:

How did you hear about this opportunity?

What days of the week can you volunteer?

MON	TUES	WED	THURS	FRI	SAT	SUN
Am pm eve	Am pm eve	Am pm eve	Am pm eve	Am pm eve	Am pm eve	Am pm eve

Personal Details

Name and Title:	Home Telephone Mobile Date of birth
Address:	Email:
Postcode:	Are you happy to be contacted by email? Yes/No

Who should we contact in case of an emergency? If under 18 this must be a Parent/Guardian
Name:

Number:

PARENT/GUARDIAN CONSENT:

If you are still in full-time education and under 18 years old, we require consent from a parent/guardian both to your volunteering and to us processing your data in accordance with the Data Protection/Information Governance statement below. I understand that by providing consent for the above-named person to undertake volunteering with Sheffield Cathedral that all reasonable measures have been taken to ensure the health and safety of that individual whilst on the premises of Sheffield Cathedral.

Signature of Parent/Guardian:

Reasons for applying for a volunteer role?

Why are you interested in volunteering at Sheffield Cathedral?

What do you hope to gain from volunteering at Sheffield Cathedral?

Details of any Skills, Abilities or Experience

Please provide any information as to skills, qualifications or experience (voluntary or paid) that make you particularly suited to the role, providing examples where possible.

Have you any previous experience of voluntary work?

If so, please give details

Do you suffer, or have you suffered, any illness or disability which we need to be aware of or that may directly affect your volunteering?
Yes/No

Rehabilitation of Offenders Act 1974 and disclosure by Disclosure and Barring Service (DBS).
Children and the vulnerable see our volunteers as safe and trustworthy because of the roles they hold:
The Cathedral has a commitment to the safeguarding of children, young people and vulnerable adults, and prior to commencing the role checks may include a Disclosure and Barring Service check. If requested but declined, then no appointment can be offered. If there is a disclosure on the certificate, the Dean and Chapter will follow the DBS Code of Practice, the Cathedral's Equal Opportunities Policy and the House of Bishop's Safer Recruitment Practice Guidance in conjunction with the Diocesan Safeguarding Team to assess your suitability for appointment.
If you have any unspent cautions or convictions, please discuss your position in confidence with the Cathedral Volunteer Manager before signing this form. If the role is eligible for an Enhanced DBS check you will be asked to complete a Confidential Declaration form. Any self-disclosures on this form or disclosures on the subsequent DBS certificate will be assessed by the Diocesan Safeguarding Adviser. Please note that a caution or conviction will not necessarily exclude you from volunteering.

Completion of a Confidential Declaration Form
A Confidential Declaration form must be completed by all potential recruits to the Cathedral whose role requires a Standard or Enhanced DBS check, and applies to clergy, employees, ordained staff, other adults and volunteers who wish to work or undertake a role at the Cathedral.
When completed, this form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment, and, when appropriate, the Diocesan Safeguarding Team and the Cathedral's Safeguarding Lead or someone in the equivalent role. All forms will be kept securely under the terms of the Data Protection Act 1998.
The information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults. If the Cathedral becomes aware that the information given on this form is not accurate, the Cathedral reserve the right to address this with you in line with its disciplinary policy (if applicable) and make referrals to the Disclosure & Barring Service or other relevant agencies or authorities.
Please note that you will NOT be allowed to start work in either a paid or volunteer capacity until this form and all other required checks have been completed.

References

Please give details of two people, unrelated to you, that have known you for at least two years and would be able to provide a personal reference if contacted.

<p>First Referee Name: Address: Email: Tel No: Capacity known:</p>	<p>Second Referee Name: Address: Email: Tel No: Capacity known:</p>
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Declaration

By signing and returning this application form, I consent to Sheffield Cathedral holding and processing my personal data relating to my volunteering in line with General Data Protection Regulations.
I confirm that the information given on this form is, to the best of my knowledge, true and complete.
Signed: _____ **Date:** _____

For Office Use Only

INTERVIEW		ADMIN					
Reference requested		Outlook	contact		Dist list		calendar
Reference one rec'd		Volunteer list					
Reference two rec'd		Harlequin					
Induction		Rota					
Start date		File Created					
Not appointed		DBS					