Set out below are two samples of an Application Form which are stylistically different but fulfil the same purpose. Copy, paste AND adapt one to suit your needs.

Although either can then be emailed or posted to your prospective volunteer you can tailor them into an online form which can be easily be set up if you have Outlook 365 or a suitable app. The advantages of the online form are that information gets sent directly to a spreadsheet which could then be used to update your database. If you are not familiar with setting up an online form check with your IT professional as this is an extremely useful format.

**SAMPLE APPLICATION FORM 1**

**1. Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname |  | Title (Dr., Mr., Ms., etc.) |
| Forenames |  | Date of Birth |
| Home address |  |  |
|  |  | Postcode |
| Home telephone |  | Daytime telephone |
| Mobile |  | Email address |

Please note that age may affect the degree of insurance covering a voluntary post – details are available on application from the Cathedral Office.

|  |  |
| --- | --- |
| How did you learn about volunteering for the Cathedral? | |
| Please give details of days when you would be able to carry out volunteer duties and also what your preferred duties would be. | |
|  |
|
|

**2 Please indicate the areas of volunteering you are interested in**Tick one box for an area you are interested in and two for an area you have experience in

|  |  |  |
| --- | --- | --- |
| □□ Administration | □□ Guide | □□ Roof Guides |
| □□ Bell Ringers | □□ Holy Duster | □□ Safeguarding Team |
| □□ Cathedral News Team | □□ Holy Ground | □□ Servers |
| □□ Choir Chaperones | □□ Intercessor | □□ Shop volunteer |
| □□ Cloister Club | □□ Inventory volunteer | □□ Sidesmen |
| □□ Coffee on Sunday | □□ Lego Project | □□ Voluntary Choir |
| □□ Duty Chaplains | □□ Lesson Reader | □□ Steward |
| □□ Educational Guide | □□ Library & Archive | □□ Study Group Leader |
| □□ Eucharistic Assistants | □□ Linen Washers | □□ Sundays@6 |
| □□ Eucharistic Minister | □□ Pastoral Care Team | □□ Technician volunteer |
| □□ Events Team | □□ Prayers for Healing | □□ Guild of Needleworkers |
| □□ Flower Arrangers  □□ Gardening Volunteer | □□ Prison Prayer Support  □□ Reader | □□ Virgers  □□ Outreach |

Other please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3 Education, Work or Voluntary Experience**

Please give details of any education, training, work or voluntary experience which you may feel is relevant to the voluntary position you are interested in.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**4 Further information**

Please use this space to provide a brief statement as to why you want to be a volunteer at the Cathedral.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**5a Referees**

Please supply **two** referees, one of whom should be a recent employer or professional person or body but not a member of your own family or someone already associated to the Cathedral. (**N.B. Please supply email addresses or your application will be severely delayed**).

|  |  |  |
| --- | --- | --- |
| Name |  | Name |
| Position |  | Position |
| Address |  | Address |
|  |  |  |
|  |  |  |
| Postcode |  | Postcode |
| Telephone |  | Telephone |
| **Email** |  | **Email** |

**5b Referee Declaration**

I confirm that I am happy for the Cathedral to contact my referees in order to process my application.

|  |
| --- |
| □ Yes |
| □ No |

**6 Emergency Contact Information**

Please give details of two people who can be contacted in the case of an emergency.

|  |  |  |
| --- | --- | --- |
| Name |  | Name |
| Address |  | Address |
|  |  |  |
|  |  |  |
| Postcode |  | Postcode |
| Telephone |  | Telephone |

**7 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 DBS (previously CRB) disclosure. 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.

Please return the completed form to: Cathedral Volunteer Manager, xxxxxx or via email to xxxxxx

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.

**8 Data Protection**

The information that you provide on this form will be held by the Cathedral to enable us to process your application. The data will be stored on a secure computer system and used for administration purposes only. Your information will be destroyed when no longer required for our records.

The details you provide will only be used by the Cathedral. We will never swap, share or sell your information to a third party.

You can update your preferences, or your details, or ask to be removed from our records at any time by

emailing XXXXXXX

Our Privacy Policy gives more detail of how we use and protect your information. You can view it **website address** at or ask us to provide you with a copy.

**9 Safeguarding**

Please note that the Church of England C0 online national safeguarding course must be completed before you start your volunteer role. This can be accessed at <https://safeguardingtraining.cofeportal.org/> and a copy of your certificate is required as part of your induction. If you would like support with online access or you have been affected by any of the content, please just let us know as help is available. The C1 safeguarding module must be completed within 3 months of starting your volunteer role and is offered as an in-house group session.

**10 Declaration**

Please read the declaration carefully before signing and dating the form.

I declare that the information I have given is true to the best of my knowledge and understand that I will be asked to leave any voluntary position offered if any information is subsequently found to be deliberately misleading. I understand I am applying for a voluntary role and if successful I will not be entering in to any employment contract and that terms are binding in honour only.

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |

Please ensure you have completed all sections and return this form in an envelope marked

**Private and Confidential** to: XXXXXX

Sample Application Form 2

If you require support in completing this form, please contact the Office.

**Personal Information**

**If you are a Student please give both your term time and home addresses.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | First Name(s): | | Surname: | | | Known as (if applicable) |
| Address (including postcode). | |  |  | | | |
| Daytime Telephone Number: | | | | Mobile | Telephone Number: | |
| Email (Essential): | |  |  | | | |
| Date of Birth | |  |  | | | |

**Volunteering Role**

If you require further information on any of the roles please contact us. Please note that roles are subject to availability.

|  |
| --- |
| **Which opportunity(ies) are you interested in?** Current role descriptions are available, please do ask if you would like additional information or current vacancies. |

|  |
| --- |
| **Where did you hear about our volunteering opportunities?**  Word of mouth Website Press  Poster Social Media  Other (please specify): |

**Availability**

Please specify your preferred availability.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** |
| am | am | am | am | am | am | am |
| pm | pm | pm | pm | pm | pm | pm |
| eve | eve | eve | eve | eve | eve | eve |

**Knowledge and experience**

|  |
| --- |
|  |

|  |
| --- |
| Have you done any work (paid or voluntary) or training, which may be relevant to the volunteering role or Cathedral? (Don’t worry if you haven’t!) |

|  |
| --- |
| Do you have any hobbies, interests or experiences that you would like to mention? |
| Do you have any qualifications or skills that may be relevant or that you would like to utilise in a volunteering role? |

|  |
| --- |
| Do you speak any languages other than English (including BSL) and to what level? |

|  |
| --- |
| Are you a qualified First Aider? Yes No |

|  |
| --- |
| What do you wish to gain from volunteering with us? |

**Safeguarding**

**Please note that the Church of England C0 online national safeguarding course must be completed before you start your volunteer role.** This can be accessed at <https://safeguardingtraining.cofeportal.org/> and a copy of your certificate is required as part of your induction. If you would like support with online access or you have been affected by any of the content, please just let us know as help is available. The C1 safeguarding module must be completed within 3 months of starting your volunteer role and is offered as an in-house group session.

Under the Rehabilitation of Offenders Act 1974, a conviction will not necessarily exclude you from volunteering with us, but will be taken into account when assessing your suitability for certain roles. If you are applying to volunteer within a regulated activity with children and/or vulnerable adults and your application is accepted, you will be required to complete a Disclosure and Barring Service (DBS) check. Cathedrals takes the safeguarding and welfare of its staff, clergy, volunteers and visitors extremely seriously and will take immediate action where the safety and protection of children and vulnerable adults is at stake. It is expected that all staff and volunteers share this commitment.

|  |
| --- |
| Do you have any unspent criminal convictions? Yes No  If yes, please specify.  We take safeguarding very seriously within the Cathedral. If there is any reason why you should not be in contact with children and/or vulnerable adults, please contact us in confidence to discuss this further. |

**References**

Please provide names and contact details for two referees, please do not use family members or members of the Cathedral Staff or current Volunteers(suitable referees include former employers, teachers or independent people who have known you for at least one year and well enough to comment on your experience, character and suitability for volunteering). **Please note that if you do not provide an email address your application may be severely delayed.**

|  |  |  |
| --- | --- | --- |
|  | Referee One | Referee Two |
| Name  (inc.title e.g. Miss / Mr / Dr.) |  |  |
| Job Title  (if applicable) |  |  |
| Phone No. |  |  |
| E-mail |  |  |
| Address including postcode |  |  |
| How do you know this person? |  |  |
| How long have you known this person? |  |  |

**Emergency Contact Details**

|  |  |
| --- | --- |
| Name: | Relationship to you: |
| Mobile Telephone Number: | Daytime Telephone Number: |

**Declaration**

|  |
| --- |
| I understand that any offer for volunteering with the Cathedral is subject to references and DBS paperwork where applicable.  I confirm to the best of my knowledge that the information I have given is correct. I understand that any misleading statement or deliberate omission may result in my volunteering coming to an end.  I consent to the holding of this information for recording and communication purposes. Personal data is held in accordance with the General Data Protection Regulation 2018. For information please refer to our Privacy Notice  Name (please use BLOCK CAPITALS):  Signature:  Date: |

**Please return this form to the:**

Volunteers Department:

Email:

**What happens next?**

* Your references will be requested.
* Once we have received your references we will arrange an informal meeting to discuss the role in more detail to make sure it’s right for you and you are happy with the details.

**Please return the Monitoring Information form enclosed on a separate sheet with your application.**

**Monitoring information**

It is helpful if you can also complete this sheet and return it with your application form, the data is for statistical purposes only. Personal data is held in accordance with the General Data Protection Regulation 2018. Our Privacy Notice can be found on our website.

Date: ……………………………………………………………………………………………………...

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender** | **Female** |  |  | **Male** |  |  |  |
| **Age Group** | 17 or under | 18-25 | 26-35 | 36-50 | 51-65 | 66-79 | 80+ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nationality |  |  |  |  |
| Ethnicity |  |  |  |  |
| White | Black | Mixed | Asian | Chinese |
| British | African | White/Asian | Asian British | Chinese/  Other |
| Irish | Black Irish | Latin | Indian | Pakistani |

|  |
| --- |
| Do you have a disability, medical issue or specific need which might affect you or your fellow volunteers in the course of your volunteer duties or for which special arrangements or adjustments are needed for the volunteer role or for an interview?    Yes No If yes, please specify. |

**Appendix 1 Church of England Statement of Safeguarding Principles**

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding.

The Church of England is committed to:

* The care, nurture of and respectful pastoral ministry with all children, young people and adults.
* The safeguarding and protection of all children, young people and adults.
* The establishment of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end we will:

* Carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. We will respond without delay to every complaint made that any adult, child or young person may have been harmed; cooperating with the police and local authority in any investigation.
* Seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
* Seek to protect survivors of abuse from the possibility of further harm and abuse.
* Seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
* Seek to offer pastoral care and support, including supervision and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognised good practice.

**Safeguarding Training**

Canon Law requires every volunteer and member of staff within the Church of England to engage in the national Safeguarding Awareness Training (Core Module C0 and C1 as a minimum) upon appointment to the cathedral. This is in addition to any other initial induction training which may be required. This national training is portable to any Church of England setting and will need to be refreshed every three years.

**The C0 online national safeguarding course must be completed before you start your volunteer role.** This can be accessed at <https://safeguardingtraining.cofeportal.org/> and a copy of your certificate is required as part of your induction. If you would like support with online access or you have been affected by any of the content, please just let us know as help is available. The C1 safeguarding module must be completed within 3 months of starting your volunteer role and is offered as an in-house group session.