



THE ABBEYFIELD SOUTHEND SOCIETY LTD

~~~~~oOo~~~~~

IN CONFIDENCE

APPLICATION FOR A VOLUNTEER POST

Post applied for :- \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

Please give a contact telephone number in case of emergencies \_\_\_\_\_

Do you have any health problems which would require us to make special arrangements for your interview? YES/NO

If Yes, please give brief details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a criminal record? YES/NO  
(Please see notes overleaf)

If Yes, you will be asked for details at your interview. This information will be held in the strictest confidence.

Please state briefly why working with Abbeyfield interests you: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any skills you could bring to Abbeyfield \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any previous experience in the voluntary sector? \_\_\_\_\_ Yes/No

If "Yes", please give details:

\_\_\_\_\_

\_\_\_\_\_

Do you have any previous experience of working with older people? \_\_\_\_\_ Yes/No

If "Yes" please give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give names and addresses of two people (not relatives) who will provide references. You should choose people because they know you (and your background) well, and not just because of their standing in the community.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

## DECLARATION

*I understand that acceptance as an Abbeyfield volunteer will be subject to an interview and satisfactory references.*

*I undertake to participate in the Society's induction process and to attend such training as may be required for the successful execution of my role as a volunteer.*

*I understand that as a condition of my appointment as a Volunteer, I will be required to sign up to the Society's Code of Conduct and to complete an application for an Enhanced Disclosure from the Criminal Records Bureau and that this application will not incur any cost on my part.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NAME (please print)**

---

**Note:**

*The Society is regulated by the Tenants Services Agency and the Charity Commission for England & Wales. As such and as a voluntary organisation, it is required to take steps to protect those with whom it works – namely older people - who come within the scope of the Rehabilitation of Offenders Act (Exceptions) Order 1975. The Society will therefore ask for details of criminal convictions, whether 'spent' or not, but it should be noted that the existence of such a record will not automatically prevent you from volunteering with the Society.*

*It should be noted also that successful applicants will be required to apply, through the Society, for an Enhanced Disclosure from the Criminal Records Bureau and that this will be retained on the Society's records for the duration of their voluntary work.*

Forms: A042 (RevMay12)