**VOLUNTEER APPLICATION FORM**

**Full Name:………………………………………………………………… Date of Birth: …………………………….**

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

**Tel (Home): …………………………………………………… (Work):………………………………………………………….**

**Contact in Emergency: Name: ………………………… Phone:,,,,,,,,,,,,,,,,,,,,,,,,,,,,,.**

**E-Mail address: …………………………………………………………..**

**Any other names by which you have been known: ……………………………………………………….**

**Please give any other addresses you have lived at in the past 5 years:**

**……………………………………………………………………………………………………………………………………………………….**

**…………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………**

**Please give a brief summary of any work you have done with young people:**

…………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

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**Please state any other information or circumstances which may affect your employment as a worker with young people:**

**……………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………….**

**Does our building present any access problems for you? …………………………………………**

**Please detail below what you would hope to get from the placement/volunteer role?**

**…………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………………….**

**Skills & Interests:**

Current Occupation: ………………………………………………………………………………………………………………….

Hobbies, Interests, Skills: ………………………………………………………………………………………………………

Previous Volunteer Experience: ………………………………………………………………………………………………

**Is There a Particular Type of Volunteer Work In Which You Are Interested? *(Tick all that apply)***

No Preference  **Working Directly with a member of**

 **staff as an assistant**

Fundraising General working with young people

IT Training Woodwork projects

Music Tuition  Arts/Crafts projects

Sports Coaching Other: ………………………………………………………

**Availability:** *Our Centre is open nightly Mon – Fri 5.30– 10 pm, with additional opening during school holidays and we hope to open during weekends in the future*

Which are the best evenings for you? ……………………………………………………………………………..

Would you be available to help out during the school holidays? …………………………………

Would you be able to volunteer at weekends if needed? ……………………………………………..

**References:**

How did you hear about KPC Youth? ………………………………………………………………………………..

Please give the names and addresses of two personal referees:

*(These should be two people, not relatives, who know you and who are able to provide information on your suitability to work with young people. One referee should be your current, or most recent, employer if applicable)*

1. Name: …………………………………………………… Address: ……………………………….………………………….

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

Email: …………………………………….

2. Name: …………………………………………………… Address: ……………………………….………………………….

……………………………………………………………………………………………………………………………………………………

Email: ……………………………………………

**Please give details of any previous Convictions you have had: If you have had no convictions, state ‘None’:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Type of Offence** | **Sentence** |
|  |  |  |

**As our users are under 18 years, we will need to undertake police checks before you commence volunteering.**

I confirm that the information I have given to the above questions is, to the best of my knowledge, accurate.

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

Please Return this Form to the Project Manager,

Thank you.

*For Official Use:*

|  |
| --- |
|  |

National Insurance No:

Documents Checked for CRB – eg::

|  |  |  |
| --- | --- | --- |
| Passport Checked: |  | Passport No:  |
| Driving Licence |  | Driving Licence Number: |
| Utility Bill: |  |  |
| P46: |  |
| Other Source: |  |
| Birth Certificate: |  |
| Marriage Certificate: |  |

**VOLUNTEER UNDERTAKING**

**The Organisation:**

We, KPC Youth, agree to accept the services of ………………………………………….. (volunteer) from …………………………………… (date), and we commit to the following:

* To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their role
* To ensure satisfactory supervisory support to the volunteer and provide feedback on performance
* To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust to these individual requirements
* To listen to any feedback from the volunteer regarding ways in which we might improve our services and act on this as applicable
* To work in partnership with volunteers to achieve our charity’s aims and objectives.

**The Volunteer:** Agrees to serve as a volunteer and commits to the following:

* To work in partnership with staff members
* To adhere to KPC Youth’s rules and procedures, including record-keeping requirements and confidentiality of the organization and member information
* To read and sign as having read and agreed with all Policies & Procedures for KPC (kept in Staff Office)
* To waive any claim to Intellectual Property for work created for KPC eg: course materials, promotional work etc – this list is not exhaustive. All materials produced for KPC remain the property of KPC and for use within KPC as required, and cannot be restricted by the creator in any way, who will waive the right to claim ownership of the document etc
* To attend on pre-arranged shifts, or to provide adequate notice if unable to attend.

**Agreed by:**

 **KPC Youth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This agreement may be cancelled at any time at the discretion of either party.**

**VOLUNTEER JOB DESCRIPTION**

**FOR**

**KPC YOUTH**

POST: Volunteer

LOCATION: KPC Youth

ACCOUNTABLE TO: KPC Youth Management Committee & Project Coordinator

RESPONSIBLE TO: Senior Youth Worker & Project Coordinator

RESPONSIBLE FOR: Assisting staff in the provisions of services for

 young people, in accordance with the policies &

 procedures of KPC Youth

KEY TASKS:

1. To actively empower young people to take part in all that KPC offers
2. To work alongside staff in the supervision of members’ activities and programmes.
3. To assist staff in meeting the needs of young people through planning, implementation and evaluation.
4. To develop positive relationships with young people to equip them to accept responsibility for their own decisions, empowering young people to become valued members of their community.
5. To attend supervision/volunteer meetings.
6. To attend training courses as necessary.
7. To help and assist in ensuring the safety of the young people who attend and the safe running of the Centre
8. To actively promote equal opportunities and anti-discriminatory practices within KPC Youth.

**AND FINALLY ………. DO’s & DON’TS OF VOLUNTEERING!**

**DO:**

* Think about why you want to do voluntary work.
* Find out about how the organization works and how you would fit in.
* Make sure you know who you are responsible to and who you can go to for help & advice
* Try to stick to the days and times you have arranged to volunteer on, and if you are unable to attend for any evening, please contact the center or leave a message.

**DON’T:**

* Over commit yourself, offer only as much time as you are able to give regularly – reliability is essential
* Just turn up if you are fed up or have problems or feel you are being taken advantage of. Talk it over with the Senior Youth Worker or Project Coordinator
* Carry out any task if it is against your wishes