**VOLUNTEER APPLICATION FORM**

Please note, if the post for which you are applying has regular contact with vulnerable people, then the post will be subject to a PVG (Protecting Vulnerable Groups) check.

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| 1. **POST APPLIED FOR** |
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| 1. **PERSONAL DETAILS** | |
| **Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Contact telephone number:** |  |
| **Contact email address:** |  |

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| 1. **ROLE QUESTIONS** | |
| **Please tell us why you would like to work as a volunteer with YMCA Edinburgh:** |  |
| **Please give details of any work, paid or unpaid, which you feel is relevant to the post applied for:** |  |
| **Please give details of any training undertaken, which you feel is relevant to the post applied for:** |  |
| **Please tell us what skills and qualities you would bring to the post:** |  |

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| 1. **REFERENCES** | |
| **Referees: Please provide us with details of 2 referees who have known you for at least 3 years. One should be someone who has managed you in either paid or voluntary employment within the past 3 years.** | |
| **Referee 1:**  **Name:**  **Address:**  **Contact Telephone Number:**  **Contact Email (if known):**  **How does this referee know you?** | **Referee 2:**  **Name:**  **Address:**  **Contact Telephone Number:**  **Contact Email (if known):**  **How does this referee know you?** |

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| 1. **DISCLOSURE** |
| This post will require completion of a **Self-Declaration Form** and the appropriate level of **PVG Disclosure Record.**  Disclosure checks will only be requested for those applicants that we wish to appoint.  (i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us in a sealed envelope clearly marked “Self Declaration Form”. This Self Declaration Form will only be opened in the event of you being considered for an interview.  **Please Tick**  (ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work.  **Please tick** |

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| 1. **DECLARATION** | | | |
| I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is correct and complete. | | | |
| **Signed** |  | **Date** |  |

**Please return to: YMCA Edinburgh, 86 Great Junction Street, Edinburgh EH6 5LL or**

**email to** [**emma@ymcaedinburgh.com**](mailto:emma@ymcaedinburgh.com)**.**

**Should you have any questions please do not hesitate to phone on 0131 553 7877**

**YMCA EDINBURGH**

**Self-Declaration Form**

The Protection of Vulnerable Groups (Scotland) Act 2007

Private & Confidential

The post that you have applied for is for regulated work with children. You are therefore required to disclose any unspent convictions for offences included in section A1, ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’ of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, ‘OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES’ until such time as they are included in a higher level disclosure by Disclosure Scotland.

Please give details regarding any convictions and cautions under the heading in Section 1.

Please give details of any relevant non-conviction information in Section 2.

Please sign the declaration form Section 3.

If you wish to discuss the form in confidence, please contact [Enter name / position as appropriate]

Should you be appointed for the position applied for you will also be asked to provide a PVG Scheme record disclosure.

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| **Section 1** |
| 1. **Please give the date and details of any conviction(s), the sentence that you received and the court where your case was heard:** |
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| 1. **Please give details of the reasons and circumstances that lead to your offence(s)** |
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| 1. **Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.** |
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| 1. **Has any other organisation supported you to work through any of the above issues?** |
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| 1. **What have you learned from the experience?** |
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| **Section 2** |
| **Non-conviction relevant information : (investigation by police, involvement with Social Services, etc.).** |
| **Section 3** |
| **Declaration** (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal or withdrawal of any offer of employment/volunteering).  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***NOTE: The information given in this form will be treated in the strictest confidence.*** |

***Please seal this form in an envelope and return prior to your interview.***