

**Home-Start Renfrewshire and Inverclyde
Volunteer Impact Management System (VIMS)
Application Form for Volunteer – Scotland**



Home-Start Renfrewshire is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Confidential

If you have difficulty completing this form, please ask your Home-Start Co-ordinator for assistance.

Name		ID (office to complete)
Address including postcode		
Home telephone no		Mobile telephone no
Email address		
Emergency Contact name and phone no		
<p>REFERENCES: Please give the name & address of 2 referees that you have known for a minimum of 2 years (not a relative), include at least 1 professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start. Please ask permission prior to giving referee details and confirm full address with them</p>		
Referee 1 Name: Address: Email: Telephone: Time known this person: In what capacity:		Referee 2 Name: Address: Email: Telephone: Time known this person: In what capacity:

We would like to get a picture of your experience. (please tick all that apply)

- Working Full Time
- Working Part Time
- Seeking Work
- Retired
- Student
- Not seeking work
- Volunteer for another org.

Please give us details of any relevant employment or volunteering experience, starting with the most recent. (Attach an additional sheet if required)

Organisation name	Role title	From	To	Brief description of duties

Home-Start asks for a minimum commitment of 2 hours per week on a regular basis for at least one year

Please choose options to reflect your own parenting experience:

Parent Step-parent Foster carer Other

Please specify.....

Please give dates of birth of children

1) What did/do you find enjoyable about parenting/parenting experience?

2) What did/do you find challenging?

What are your interests?

What Volunteering Opportunities are you interested in?

Home-Visiting Admin Groupwork Other

(please state)

Transport (tick all that apply)	Car owner <input type="checkbox"/> Access to Car <input type="checkbox"/> If using a car for volunteering, do you have a clean driving license? <input type="checkbox"/>	On public Transport route <input type="checkbox"/> Not on public transport route <input type="checkbox"/> Other <input type="checkbox"/> please specify
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Have you any skills or personal/work experiences **that you would like to tell us about** which may be relevant to your role as a volunteer for Home-Start? Please tick all applicable

Skills	
Budgeting/finance/benefits	
Cooking	
DIY	
Committee work	
Retailing	
Languages, including sign	
Listening/counselling	
Child development	
Other, please specify	

Personal/Work Experiences	
Post natal depression/other mental health	
Domestic abuse	
Divorce/separation/lone parent	
Bereavement	
Counselling	
Disability	
Housing/homelessness	
Substance misuse	
Advocacy/advice	
Childcare	
Education	
Health	
Social care	
Other, please specify	

First language spoken:

Any additional languages spoken:

What are your reasons for volunteering for Home-Start? (please tick all that apply)

- a) To gain new skills/experiences in order to find employment
- b) To gain new skills/experiences in order to change employment
- c) To access training opportunities
- d) For the opportunity to give something back
- e) To be involved in the community
- f) For the opportunity to work with children and families
- g) Due to empathy with difficulties of family life
- h) Received support as a Home-Start family yourself
- i) Student placement
- j) Other, please specify

Is there any other information you would like to add?

As volunteers are in a privileged position visiting families in their own homes and have contact with young children, Home-Start has a responsibility to ensure that no one becomes a volunteer who would misuse this trust. Therefore, it is essential that you complete and sign this form.

For further information contact Disclosure Scotland at www.disclosurescotland.co.uk/

Name:		
Have you had any personal contact with Social Work Services in connection with children in your care? Have any of your children been placed on a child protection register, subject of a supervision order, integrated/common assessment framework	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer? Please provide detail, continue on separate sheet if required.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed from any paid or voluntary work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been arrested or had contact with the police for any type of criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any matters outstanding which may lead to a criminal prosecution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answer yes to any question please give details:		
If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer.		
I know of no reason why I would be unsuitable to be a Home-Start volunteer. I will report any changes in my circumstances which may affect my role*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

* child/ren in care/criminal proceedings brought against me etc



I give permission for Home-Start Renfrewshire to carry out PVG check at enhanced level. I understand that I will need to produce ID for identification purposes including address verification.

I understand that Home-Start may hold personal information about me in paper records and on their computer, including sensitive information such as age, race, sex and disabilities that they will use for their monitoring purposes. I agree to them holding this information and understand that it may be shared with Home-Start UK for Quality Assurance, evaluation and monitoring purposes.

I understand that I may ask to see my records at any time.

Signed: _____ Date: _____

As you will be joining the Protection of Vulnerable Groups scheme detail of any criminal convictions or cautions found will be passed onto to Home-Start Renfrewshire. Therefore it is important that you highlight any issue we need to be aware of on your application form.

If something is highlighted on your disclosure we will discuss this with you in confidence. Following the meeting a decision will be made whether we can proceed with your application.

If you have any concerns please discuss this further with the Senior Coordinator at Home-Start Renfrewshire.

For Office use only			
Interview date			
Reference requested	1 (date)	2 (date)	
Reference received	1 (date)	2 (date)	
PVG requested	Date received	No.	
Recruitment date		Prep course start date	
Prep course completed (date):			
Safeguarding & promoting welfare of children code of conduct signed(date):			
Info given, health & safety, personal safety(date):			