

# Application Form for Voluntary Workers

CHURCH OF ENGLAND DIOCESE OF DERBY

**Application and declaration form for those volunteering to work with children, young people and adults.**

## 1. Personal details

Surname/family name.....

Forenames.....

Former surname/family.....

Preferred title: (Mr/Mrs/Miss/Ms/Other)..... Date of Birth.....

Address.....

E-mail.....

How long have you been at the above address? .....

If less than 12 months please state your previous address and church .....

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Telephone numbers (Day)..... (Evening).....

## 2. Your suitability for work with children, young people or adults

It is important that:-

- if you have no previous experience you are willing to be trained.
- that you can provide warmth and consistency.
- you are willing to respect the background and culture of the children and young people.
- you will treat all children and young people as individuals and with equal concern.

Please give details of your previous experience of looking after or working with children or young people: Please give details of any relevant qualification or appropriate training:

**3. References.** Please provide the names and addresses of two people who have known you for at least two years and who would be able to provide a reference.

**A. Name** .....

**B. Name** .....

Address .....

Address .....

.....

.....

Tel. number.....

Tel. number.....

**4. Signature**.....**Date**.....

## Letter to be sent to a referee

Church of England, Diocese of Derby: Parish of \_\_\_\_\_

Date

To:

Dear

*(Name of volunteer/worker)* has offered to help with our children's/young people's/ adults' work and has given us your name as someone who can give a character reference.

S/he would be working with \_\_\_\_\_ year olds/adults and the nature of the work is: -

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Before we can accept any new volunteers/paid workers, we must be sure that they are suitable. In commenting on the volunteer, please address the bullet points below:-

- Previous experience of looking after or working with children or young people.
- Ability to provide warm and consistent care.
- A willingness to respect the background and culture of children in their care.
- Commitment to treat all children and young people as individuals and with equal concern.
- Do you have any reason to believe that they might cause harm to children/young people, or do you know of any instances of their having caused harm?

I should be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible. Please be aware that under Data Protection Law the applicant can ask to see a copy of your reference.

With thanks,  
Yours sincerely,

*(Incumbent/Parish Safeguarding Link)*

## Reference Form

### Private and Confidential

Name of volunteer \_\_\_\_\_

Name of Referee \_\_\_\_\_

Address \_\_\_\_\_

What is your relationship with the volunteer?

How long have you known the volunteer?

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people/adults.

Please include comments about his/her honesty, reliability and experience of working with children/young people/adults. (Continue over the page if necessary.)

Do you have any concerns about this person's ability to care for children/young people or adults?

Are there any other comments you would like to make about the volunteer?

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

## Letter of acceptance and agreement for all Volunteers

Name of Worker \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person to Whom You Are Responsible (e.g. Youth Group Leader)

\_\_\_\_\_

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Church Minister/Leader)

Signed \_\_\_\_\_ Date \_\_\_\_\_

I understand my employment is for a probationary period of \_\_\_\_\_ months after which there will be a review and by agreement of the Church Minister/Leader my appointment will be confirmed.

- I confirm that I have read the Safeguarding in Parish document and the Diocesan Policy of Safeguarding.
- I will endeavour to carry out the Diocesan Policy and work in accordance with the Policies and Practice Guidance of the Church of England.
- If there are things I do not understand or if I have reason to be concerned about a child or adult, I will check with the appropriate leaders.
- I will follow guidelines on safe working practice and discipline.

Signed \_\_\_\_\_ Date \_\_\_\_\_