

Confidential application for Volunteers

Volunteer opportunity you wish to apply for (if applying for advertised opportunity):
Where did you see this advertised?

Resident Excellence Panel member

Personal details

Your title: Mr/Mrs/Miss/Ms/other

Your full name:

Your address:
(including postcode)

Daytime telephone number:

Cross preferred contact no

<input type="text"/>	<input type="checkbox"/>
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Evening telephone number:

<input type="text"/>	<input type="checkbox"/>
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Mobile telephone number:

<input type="text"/>	<input type="checkbox"/>
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Email address:

Do you have a valid driving licence?

Yes	No
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Do you have your own transport?

Yes	No
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Are you willing to use your car for volunteer driving?

Yes	No
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About you

Are you: please tick	Employed	Unemployed	Retired	Student
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1. Why do you want to become a volunteer with Rooftop Housing Group?

2. Please tell us about your hobbies and interests.

3. Please give details of your work experience, skills or qualifications which may be of benefit to the Resident Excellence Panel.

4. Please give details of any voluntary work or community activities you are or have been involved with that you feel are relevant.

8. Would the volunteering activity form part of a formal qualification? If so what input would be required from Rooftop – for example signing timesheets or a case study

9. Please provide any additional information that you feel is relevant to your application to become a volunteer such as family care or other commitments.

References

We request references from two referees who should preferably know you in either an employment, volunteering or educational capacity. We would not accept referees who are family members.

Name of referee one:	
Address (including company name if applicable):	
Postcode:	
Telephone number:	
Email address:	
Capacity in which you know them:	

Name of referee two:	
Address (including company name if applicable):	
Postcode:	
Telephone number:	
Email address:	
Capacity in which you know them:	

Probity declaration

You must declare if you are any of the following:

- a close relative of a current employee; share holder, former share holder; Board Member, former Board Member of Rooftop or any of its subsidiaries
- a resident or a close relative of a resident of Rooftop Housing Group, including Rooftop Housing Association and Rooftop Homes Limited
- a close relative of a director or owner of a business with which Rooftop has contracts

Please give us details in the box below.

Data Protection Act 1998

In order to assess your application and ensure a fair and consistent volunteering process, we need to collect relevant personal details. We comply with the Data Protection Act 1998 when collecting, holding, processing and using personal data that you provide. This means that your personal data will only be used in accordance with the Act and will be treated as confidential.

By signing this form, you are consenting to Rooftop Housing Group and its subsidiaries using your personal data in the ways described above.

I understand that to the best of my knowledge, the information I have given in applying for volunteering is true and accurate. I also understand that any offer of a volunteer opportunity is conditional upon the accuracy of this information.

Signed:

Date:

Rehabilitation of Offenders Act 1974

Strictly confidential

Advice to applicants for volunteering with Rooftop Housing Group Ltd (Rooftop)

All applicants for volunteering positions with Rooftop are required to declare any conviction(s) or charge(s) still outstanding against them in respect of a criminal offence, subject to the Rehabilitation of Offenders Act 1974, amended by the Legal Aid, Sentencing and Punishment Act 2012. Under this act the time it takes for an offence to become "spent" depends on the sentence given – not the offence committed.

For a custodial sentence, the rehabilitation period is decided by the total length of the sentence imposed by the court, not the time spent in custody. Custodial sentences of more than 4 years can never become "spent" and should be disclosed.

It is an offence for Rooftop to offer volunteering involving regular contact with young people under the age of 18 or vulnerable adults to anyone who has been convicted of certain specified offences or who are banned by the Independent Safeguarding Authority (ISA). It is also an offence for a person who is banned by the ISA or has been convicted of offences listed under the Criminal Justice and Court Services Act 2000 to apply to volunteer in roles involving regular contact with young people under the age of 18 or vulnerable adults.

Please quote details below of any convictions or charges outstanding in respect of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction which is regarded as "spent" it will be ignored, unless you are applying for employment which is not protected by the act.

Date	Court	Offence	Sentence

Failure to declare a conviction as outlined above may result in dismissal from Rooftop.

Volunteer post applied for:

Name:

Signature:

Date:

This information will be treated as confidential.

Rehabilitation Periods

These rehabilitation periods are halved for persons who are under 18 years of age when they were convicted. **Rehabilitation periods start from the end of the sentence including time spent on license.**

For a sentence of imprisonment** of over 4 years or a public protection sentence	Never spent
For a sentence of imprisonment** more than 30 months up to and including 48 months:	7 years
For a sentence of imprisonment** of over 6 months and up to and including 30 months:	4 years
For a sentence of imprisonment** of 6 months or less	2 years
Probation order, Community order or youth rehabilitation order	1 year If no end date 2 years from date of conviction

The rehabilitation period for sentences which do not have 'buffer periods' and for which the rehabilitation period runs from the date of conviction are shown below.

Fine	1 year
Conditional discharge	End of order
Absolute discharge	None
Conditional caution and youth conditional caution	3 months (including under 18) or when the caution cease to have effect if earlier
Simple caution, youth caution	Spent immediately
Compensation order	Once compensation is paid in full
Disqualification	End of disqualification
For a hospital order under the Mental Health Acts:	End of order

** Custodial sentence includes a sentence of imprisonment (immediate and suspended), detention in a young offender institution, a sentence of detention under section 91 of the Powers of Criminal Courts (sentencing) Act 2000, a detention and training order, a sentence of youth custody, a sentence of corrective training and a sentence of Borstal training.

Offences committed whilst serving in the armed forces are treated as set out above.

These rehabilitation periods are halved for offenders under the age of 17 at the time of conviction

Removal from Her Majesty's Service	1 year
Service detention:	1 year

Equalities and diversity monitoring form

Rooftop Housing Group Limited has a policy of equal opportunities and valuing diversity. We recruit volunteers regardless of race, colour, ethnic origin, nationality, religion or belief, cultural background, gender, sexuality, age, disability or whether a person belongs to a particular group or category that we have not mentioned. We monitor applications, shortlisting and appointments to make sure no applicant, regardless of their background, is treated less fairly than others.

We are committed to developing an organisational culture which values people from all sections of society, and to ensuring that selection, appointment and advancement is on merit only.

All the information you provide on this form will be treated as confidential, and will only be used to provide us with statistics for equal opportunities monitoring. If you do not wish to answer certain questions, you do have the option to refuse.

Please cross the appropriate boxes

Gender

Male	
Female	
Transgender	
Prefer not to say	

Which age band do you fall into?

16 to 24	
25 to 34	
35 to 44	
45 to 54	
55 to 59	
60 to 64	
65 to 74	
75 to 80	
80 or over	
Would prefer not to say	

Do you consider yourself to have a disability?

None	
Physical disability	
Mental disability	
Would prefer not to say	
Do you have a specific learning difference, for example, Dyslexia?	

What is your religion?

None	
Christian (Church of England, Catholic, Protestant and all other Christian faiths)	
Hindu	
Jewish	
Muslim	
Sikh	
Other	
Would prefer not to say	

Please choose one section, then cross the appropriate box.

Which ethnic or racial group do you belong to?

White	
British	
Irish	
Any other white background	

Mixed	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other mixed background	

Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian or Asian British background	

Black or Black British	
Caribbean	
African	
Any other Black or Black British background	

Chinese	
Gypsy, Romany or Traveller	
East European	
Other	
Would prefer not to say	

How would you describe your sexuality?

Heterosexual	
Gay or lesbian	
Bisexual	
Would prefer not to say	

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by filling in this form, I give my permission for the company processing the information on this form to use it for equal opportunities monitoring.

Print full name:	Date:
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Signature:
