



# Volunteer Application Form

This section must be completed for ALL volunteer applications.

## 1. Personal Details

Title

Full Name

Address

Post Code

Email address

Mobile Phone No

Home Phone No (optional)

Work Phone No (optional)

Date of birth   (DD/MM/YYYY)

Gender Male  Female  Prefer not to say

## 2. How did you hear about us?

The Salvation Army  Referred by a friend  Referred by a volunteer

Volunteer Bureau  Project Newsletter  Other

## 3. Please tell us which role(s) you are applying for

## 4. Please state if you are already involved in any Salvation Army activities

## 5. What is your occupation or occupation status?

For ATMS roles – Please give details covering the past 3 years of your employment/or if not employed your other activity (this should include any periods of 6 months or greater spent outside the UK)

6. Please tell us why you think you'd be suitable for this role and why you are motivated to volunteer for The Salvation Army. (Please include details of any previous experience e.g. from every-day life, voluntary or employment activity that may be relevant).

7. Please tell us about any other skills or interests that you'd like us to know about (e.g. if you speak another language)?

8. Are there any further circumstances that you would like us to be aware of or any medical conditions that we need to consider?

**9. General Disclosures**

Do you have a current Driving Licence?

Yes  No

Have you completed the relevant training/hold the required Licence needed to drive a Salvation Army minibus?

N/A  Yes  No

Are there any restrictions on you volunteering in the UK or Republic of Ireland? \* see p. 4 for more information

Yes  No

Do you have a current disclosure check through The Salvation Army?

Yes  No

If yes, please give the following details:

Certificate Number

Date of issue (DD/MM/YYYY)

<input type="text"/>							
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If you have a DBS check, are you registered with the update service? *(relevant in England & Wales only)*

Yes  No  N/A

Is there any reason that precludes you working with children or vulnerable adults?

Yes  No

Have you been barred from working with children and/or vulnerable adults?

Yes  No

If yes, please give details:

*If you do not have a current disclosure check, we will support you in applying for one **if** it is relevant for your volunteer role which will be stated on the role description / advertisement.*

**Rehabilitation of Offenders Act (1974) Exceptions Order (1975) (2013 and 2020) England & Wales**

If you are applying to volunteer with children and/or vulnerable adults, you must disclose unspent cautions and convictions, **as well as** cautions and convictions that are **not** currently filtered by the Disclosure and Barring Service (DBS). *(You do not need to disclose spent convictions, reprimands, final warnings, youth cautions or anything that would be filtered by the DBS. To check which offences are filtered please go to DBS Filtering Guidance at Gov.UK.)*

If you are applying to volunteer for a role that is not with children or vulnerable adults then you only need to declare 'unspent' cautions and convictions.

Any information will be kept confidential and will not necessarily prejudice your application.

Has any previous organisation (including education, fostering and adoption settings) where you were either an employee or a volunteer ever taken disciplinary action against you or are you currently subject to any complaints or investigations in relation to your conduct with children or vulnerable adults? If yes, please give details below:

Yes  No

The Salvation Army has a Code of Practice on the Recruitment of Ex-Offenders (HR10 Appendix 1-Disclosure Checks). We are committed to the fair treatment of all people. Further information on this can be made available to you from your line manager, the Corps Officer or Centre Manager.

## 10. Declaration

*I am committed to the aims of The Salvation Army including their commitment to protecting children and vulnerable adults. I have completed all sections of the application form accurately to the best of my knowledge and understand that to knowingly give false information or omit information is a breach of trust and could result in the ending of my volunteering relationship with The Salvation Army. I understand that if I am subsequently convicted of a relevant criminal offence, I must declare this to The Salvation Army.*

Do you give consent to the above declaration?

Yes

No

Signed

Date

### Additional information

You may also be required to complete an additional form if applying to a volunteer role involving driving (eg ATMS drivers) and you are required to use your own car

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**\*Restrictions on volunteering in the UK (England, Wales, Scotland and Northern Ireland)**

People from outside the UK & Republic of Ireland (including EU, EEA & Swiss citizens) will be able to volunteer given the following circumstances:

- People who have [settled or pre-settled status](#)
- People who have a visa which doesn't prevent them from volunteering ([check circumstances](#)).
- Standard Visitors apart from a few exceptions ([check circumstances](#)) may volunteer for up to 30 days during their stay.
- People who are enrolled in any EU funded volunteering programme with a placement in the UK, such as [Erasmus +](#) or the [European Solidarity Corps](#).
- Asylum seekers, including failed asylum seekers and their family members and those who have refugee status or humanitarian protection.

It is important that individual volunteers take responsibility themselves for ensuring they are allowed to volunteer. If in doubt, potential volunteers should contact the UK Border Agency for advice - [www.ukba.homeoffice.gov.uk/contact/](http://www.ukba.homeoffice.gov.uk/contact/).

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**\*Restrictions on volunteering in the Republic of Ireland (non-UK residents)**

EU/EEA & Swiss residents must apply for an Irish volunteer visa from the country in which they are legal resident; non-EU,EEA and Swiss residents must gain prior permission from the Irish Department of Justice and Equality ([INIS](#)).

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**Data Protection**

*The Salvation Army\* will hold your information in our legitimate interests to manage the volunteer process. We will not share this information with any other organisations and will keep it for as long as you volunteer with us and may keep basic information about your time with us for any potential safeguarding issues that may arise in the future. You have a right to a copy of information we hold about you and, in some circumstances, to have it amended or deleted. For this, and to raise any issues on how your information is handled, please contact Head of Privacy and Data Protection at [data.protection@salvationarmy.org.uk](mailto:data.protection@salvationarmy.org.uk). If you are still not happy, you may raise concerns with the Information Commissioner's Office. For further information see our privacy statement on the website at [www.salvationarmy.org.uk/privacy-statement](http://www.salvationarmy.org.uk/privacy-statement) .*

\*The Salvation Army Trustee Company acting on behalf of The Salvation Army Trust and The Salvation Army Social Work Trust.  
The Salvation Army, 101 Newington Causeway, London, SE1 6BN

# References

Thank you for taking the time to complete this form.

Once you have completed your application form please give it to the corps officer or person responsible for volunteers at your centre.

We will require two character references from two referees who have known you for at least a year. One should be from your current or most recent employer or church leader (if applicable), or someone who can comment on you in an organisational capacity, through any other work or volunteering you have undertaken. The second reference should not be from a family member or anyone you live with. Please note it is your responsibility to obtain these references.

Please state below the name and contact details of two referees whom we can contact, with your permission:

## **Referee One**

Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone No	<input type="text"/>
Relationship to you	<input type="text"/>

## **Referee Two**

Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone No	<input type="text"/>
Relationship to you	<input type="text"/>