

# THE **Eric** **Liddell** CENTRE

*Inspiring, empowering and supporting our community*

## The Helping Hand Programme

*“Local people helping us to help others”*

We are delighted that you are thinking about becoming a volunteer “helper” at the Eric Liddell Centre. In order to take your offer of assistance forward the Centre needs some basic information about you, the abilities and personal experience that you have and how you hope to make use of them at the Centre. Some of the information that we ask you for helps us to decide if there is additional training that you will need to support you in your role and of course some helps us to deal with our legal obligations such as insurance or disclosure of criminal convictions.

When you have completed this short form, we will take up references and arrange a meeting with you to talk through your offer of help and hear what you hope to gain from it. If you are interested in helping in our registered daycare service, it will be at this time that we would help you to complete an enhanced disclosure application form.

<b>Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Tel No. (Day):</b>	
<b>Tel No. (Evening):</b>	
<b>Email address:</b>	

Please tell us about any **help you have provided** as a volunteer helper, this may have been through school as a pupil or a parent, as a student, special charity projects with colleagues at work, church activities or other community action:

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Please tell us about the **skills or talents** that you have that you think would be useful to you and the people/service that you would like to assist:

Over the years, people gain a great deal of **experience through their chosen work**. Please tell us about knowledge and abilities that you have built up and how they will be helpful:

There are a number of **different ways of helping the Eric Liddell Centre** and the people that it serves. We would like to know what your first choice is and whether, if this is not available there is something else that you would be keen to help with:

1.

2.

3.

Please tell us **anything else you would like us to know**, this may include health issues or disabilities that may need reasonable adjustments to be made to the workplace:

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Please supply details of two (2) referees who have known you for over one (1) year, suitable referees would include: work colleagues, former teachers, employers, ministers of religion, club officials, neighbours, support workers and should be able to comment on your background and suitability for the post. **You should NOT use family members.**

<b>Referee 1</b>	<b>Referee 2</b>
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email:</b>	<b>Email:</b>
<b>Relationship to referee:</b>	<b>Relationship to referee:</b>

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The next page of this form "Disclosure of Offences" should be completed, signed and returned in a sealed envelope addressed to the Chief Executive Officer (CEO) and marked "Confidential". Please attach this to your application form.

**Disclosure of Offences**

(Rehabilitation of Offenders Act 1974 {Exceptions} Order 1975)

Because of the nature of the volunteering role for which you are applying, this post is exempt from the provisions of Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. You are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

It is an offence for an individual to do, or to seek or agree to do any regulated work for which the individual is barred.

**Have you ever been convicted of a criminal offence, barred from doing any regulated work or are you at present the subject of criminal charges?**

**NO**

**YES**

If yes to any of the above please provide details:-

**Signature:-**

**Date:-** / /

Declaration

I declare that to the best of my knowledge and belief the information in this form is correct and I consent to it being held under the terms of the Data Protection Act 1998 on a computer and in a manual filing system if I am recruited, or if I am not recruited, for the purposes of this recruitment campaign only and for a period no longer than three months from the end of the recruitment process to which this application refers.

**Signature:-**

**Date:-** / /

Please note that, if you are successful, any offer will be conditional upon our receiving satisfactory references and medical report (if necessary).

It is company policy not to appoint employees or volunteer helpers to do regulated work in the Day care Service until the relevant scheme record disclosure or update has been received.

Please return this application form, marked **CONFIDENTIAL** to:

**Helping Hand Assistant  
Eric Liddell Centre  
15, Morningside Road,  
EDINBURGH  
EH10 4DP**

Volunteer Disclosure of Offences Form October 2010

Registered Charity: SC003147

Company Registered in Scotland: SC071075

