

# SOUTHAMPTON CHURCHES WINTER SHELTER

## Volunteer Application Form

FOR OFFICE USE ONLY		
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fwd	by	
church		

The Southampton Churches Winter Shelter is a partnership of churches in Southampton planning to provide overnight accommodation for low-risk homeless people during the month of January 2020.

Anyone wishing to apply to become a volunteer for this scheme is required to complete and return this application form, following which you will be asked to attend an interview with the church or churches where you have applied to volunteer. The information you provide on this form will be kept confidential to the Southampton Churches Winter Shelter, and will not be divulged to any third party unless disclosure is required by an appropriate authority.

In applying for a volunteer role you are agreeing for Southampton Churches Winter Shelter to use the personal information you provide, including, for example, your phone, email and postal address, to communicate with you about your volunteering role.

Please first read carefully all the Role Descriptions for Arrivals, Overnight and Breakfast shift Team Members and Shift Leaders.

**Please complete this form in BLOCK CAPITALS in BLACK INK and return to the Southampton Churches Winter Shelter by email or post to the address on page 8. If you have any queries, please do not hesitate to send an email.**

If there is insufficient room to fully answer any of the questions, please continue on a separate sheet of paper.

### 1 SHIFTS

For which shifts would you like to be considered? Please tick all that apply

Arrivals  
6.30pm - 10.00pm

Overnight  
9.45pm - 6.45am

Breakfast  
6.30am - 8.30am

Please indicate by ticking all the boxes below for the shifts throughout the month of January 2020 you would be available to volunteer. Please note that you will not be expected to do more than one shift per week, but for planning purposes we need to know all the shifts for which you are available to volunteer and on which days of the week.

MON	TUE	WED	THUR	FRI	SAT	SUN	MON
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 2 ROLES

For which roles would you like to be considered?  
Please tick one or both boxes

Shift Leader  
(shift starts 30 mins earlier)

Team member

### 3 PERSONAL DETAILS

Your full name	
Any maiden/former name/names	
Your title Please tick one	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> other (Please specify) _____
The date and place of your birth	
Your nationality	
Your address Number and street	
Town/city	
Postcode	
Your email address	
Your mobile telephone number	
Your home telephone number	
The name of the church of which you are a member (if any) and its address	
At which church or churches would you like to volunteer? Please tick one box	<input type="checkbox"/> Any church in the Southampton Winter Shelter scheme <input type="checkbox"/> Only my own church (above) <input type="checkbox"/> Only this church: _____ Please specify







## 7 PHOTOGRAPH

I agree to provide an up-to-date photograph if required and confirm that this can be used for the purpose of creating an identity badge *Please tick if you agree*

## 8 SIGNATURE

**Disclosure Check:** *Please confirm that you understand and agree to a Disclosure and Barring Service (DBS) check should we wish to appoint you to a volunteer role involving working with children, young or vulnerable people.*

In accordance with data protection legislation, I agree that Southampton Churches Winter Shelter may hold and use personal information about me for volunteering reasons and to keep in touch with me. This can be held in paper and/or electronic form. It will be stored securely and only accessed by authorised personnel.

**I confirm that that the information submitted on this form is correct and complete.**

Signed	date
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## 9 SELF-DECLARATION

Churches are obliged to meet the requirements of the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation. Please use this hyperlink to DBS filtering which gives you full information on what you need to declare:

<https://thecpsu.org.uk/resource-library/2014/self-declaration-template/>

This information is kept strictly confidential. *You must tick Yes or No for each question as appropriate*

<b>Have you ever been charged with, cautioned about or convicted of any criminal offence, or are you at present the subject of criminal investigations or pending prosecution?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever had any allegation made against you, which has been reported to Social Services or to the police?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? Has there ever been any cause for concern regarding your conduct with children?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If you answered Yes to any of the above questions, please give full details below.*


**I confirm that this information is correct and complete.**

**In accordance with current data protection legislation, I agree that the Southampton Churches Winter Shelter may hold and use personal information about me for volunteering reasons and to keep in touch with me. This may be held in paper and/or electronic form, stored securely and only accessed by authorised personnel.**

Signed	date
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Because of the nature of the work for which you are applying this position is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of appointment as a volunteer, failure to disclose any such convictions could result in the withdrawal of approval to work with children, young people and/or vulnerable adults within the Southampton Churches Winter Shelter project.

## 10 MONITORING INFORMATION

**Where did you first hear about volunteering for the Southampton Churches Winter Shelter?**

*Please tick one box*

<input type="checkbox"/> Internet search	<input type="checkbox"/> Southampton Street Support website	<input type="checkbox"/> Word of mouth/ from a friend
<input type="checkbox"/> Southampton Voluntary Services	<input type="checkbox"/> Your own church	<input type="checkbox"/> Other: <i>Please specify</i> _____

**What is your ethnic group?** *Please tick one box. This information is for monitoring purposes only*

White	Mixed	Asian or Asian British	Black or Black British	Chinese
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black African	<input type="checkbox"/> Other
<input type="checkbox"/> Other EU	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Black	
<input type="checkbox"/> Other	<input type="checkbox"/> Other Mixed	<input type="checkbox"/> Other Asian		
<input type="checkbox"/> <b>Prefer not to answer</b>				

**What is your immigration status?** *Please tick one box. This information is for monitoring purposes only*

<input type="checkbox"/> British Citizen	<input type="checkbox"/> EU national	<input type="checkbox"/> Indefinite leave/ Settlement visa
<input type="checkbox"/> Spouse Visa/ No Recourse to Public Funds	<input type="checkbox"/> Refugee, HP or Discretionary Leave	<input type="checkbox"/> Refugee family member, Family Reunion
<input type="checkbox"/> Asylum Seeker with support, (Section 95)	<input type="checkbox"/> Asylum Seeker without support	<input type="checkbox"/> Other: <i>Please specify</i> _____
<input type="checkbox"/> <b>Prefer not to answer</b>		

## 11 CONFIDENTIALITY DECLARATION

### Organisation Declaration

This declaration highlights some key issues around confidentiality of which volunteers must be aware. Please check the Privacy Policy of your own church.

- 1 We recognise that maintaining the confidentiality of certain information is necessary and we are committed to practices and procedures that reflect this.
- 2 We believe that information our guests give to us in confidence should only be used for the purpose intended by the guest. Therefore our volunteers will not normally disclose information that could compromise a guest's safety or right to privacy.
- 3 The policy applies to all information gained in our interactions with the guest. This includes verbal, written and electronic records.
- 4 In order to ensure that our volunteers comply with current data protection legislation, they need to be aware of the following:
  - Personal or sensitive information covers:
    - racial and ethnic background
    - religious or cultural or political beliefs
    - trade union membership
    - sexual orientation
    - criminal record or history
    - health records
    - personnel records and payroll information
  - Confidential information covers:
    - home contact details (addresses and phone numbers)
    - financial history
    - membership records
    - funding information
- 5 Volunteers within each church work as a team and so will liaise and share information about groups and individuals where this is appropriate to ensure good service delivery. They may also keep records, monitoring data and mailing lists relating to their work with individuals and groups.

### Volunteer Declaration

- 1 As a volunteer, I have read and understood the above declaration on confidentiality and agree to abide by its requirements.
- 2 I will always maintain the confidentiality of guests' personal, sensitive or confidential information.
- 3 I will only discuss these details with other volunteers of the church for which I am a volunteer if it is appropriate or necessary in my role as a volunteer.
- 4 I will not mention the names or other details of guests in conversation with people outside of the church for which I am a volunteer.

Signed		date	
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**You have reached the end of the application form.**

**Please check that you have completed all sections above, and return the form to us either:**

by post to:

**Volunteer Coordinator**  
**Southampton Churches Winter Shelter**  
**2 James Street**  
**Southampton**  
**SO14 1PJ**

or scan to PDF and email to:

**[wintershelter@citylife.org.uk](mailto:wintershelter@citylife.org.uk)**