

**VOLUNTARY WORKER APPLICATION FORM**

Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this application. Savio House Retreat Centre (‘the Charity’) will interview applicants based on the information gathered from this form. If you have a disability that prevents your completing this application form, please inform the named contact person to arrange alternative methods of application.

Please ensure the application form is signed, dated and returned to the address given at the end of this application form.

Position applied for:

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| Job title: **RETREAT TEAM MEMBER (RESIDENTIAL VOLUNTARY WORKER)** |

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| Location: **SAVIO HOUSE RETREAT CENTRE, INGERSELY ROAD, BOLLINGTON, MACCLESFIELD, SK10 5RW** |

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| Where did hear about Savio House?  |

1. Applicant’s details

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| --- | --- | --- |
| Title: | First name: | Surname: |
|  |  |  |

|  |  |
| --- | --- |
| Date of Birth: | Previous Surname (where applicable): |
|  |  |

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| --- |
| Home address:  |
|  |
|  Postcode: |

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| Telephone No.: please include full STD code |
| Home: Work: |
| Mobile *(where possible*): |

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| email address (where possible):  |

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| In case of emergency who should we contact:  |

|  |  |
| --- | --- |
| Do you hold a current full driving licence? |  **Yes**/**No** |

2. Education AND QUALIFICATIONS

Please give brief details of education specifying qualifications and examination results, including work-based training, starting with the most recent first.

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| --- | --- | --- |
| Name of Secondary School | Qualifications (i.e. GCSE, A Level, Scottish Higher etc.) and Grades | Date gained |
|  |  |  |

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| --- | --- | --- | --- | --- |
| Name of college/university/ training body | Course/subject title | Qualification/ Level | Grade | Date gained  |
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3. PERSONAL experience

Please answer the following questions in as much details as possible and provide examples where relevant. Continue on a separate sheet of paper if necessary.

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| (i) What are you currently doing?  |
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| (ii) Tell us some of your hobbies and interests?  |
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| (iii) Please write a paragraph about why you are applying to be a volunteer at Savio House; please include any experience or skills you have and what you are looking to gain from living and working as part of a Christian community.  |
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4. references

Please give name, address and position/occupation of two referees who have known you for at least two years and are in a position to judge your general character. References from friends and relatives are not acceptable.

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| --- | --- |
| 1. Name:  | Title:  |
| Address:  |
|  Postcode: |
| Tel no: |
| Email: |
| How long have you known this person: |
| Relationship to you:  |

|  |  |
| --- | --- |
| 1. Name:  | Title:  |
| Address:  |
|  Postcode |
| Tel no: |
| Email: |
| How long have you known this person: |
| Relationship to you:  |

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| Do you require a Work Permit? | **Yes**\*/**No**\**If you answer Yes please supply details on a separate sheet of paper* |

5. SAFER RECRUITMENT COMMITMENT

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| The Salesians of Don Bosco UK is committed to promoting and safeguarding the welfare of children and adults and expects all staff and volunteers to share this commitment. The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 and as such a satisfactory DBS Disclosure check will be required for the successful candidate.By applying to work with children or vulnerable adults within the Church, you are confirming that you are not barred from working with vulnerable groups. If this is not the case, you are committing a criminal offence.The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.Please complete the enclosed Safeguarding Self Declaration form and return it (in a separate sealed envelope) to the “Safeguarding Coordinator” at:*Salesian Provincial Office, Thornleigh House, Sharples Park, Bolton, BL1 6PQ* ***Application forms received without a completed Safeguarding Self Declaration form will not be considered further in this recruitment process.*** |

1. *data protection PRIVACY STATEMENT*

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| The personal information (data) collected on this form, and on any attachments, including sensitive personal data is collected for the purpose of recruitment, personal administration (for new workers) and monitoring. Please tick the box to confirm you have read and understood the Charity’s Privacy Notice for Job Appiicants which is available at [www.salesians.org.uk/salesians/job-vacancies.html](http://www.salesians.org.uk/salesians/job-vacancies.html). Paper copies are available from the Data Compliance Manager at:data.compliance@salesians.org.uk  |

6. EQUAL OPPORTUNITIES

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| The Charity is committed through its Dignity in the Workplace Policy to ensuring that all applicants are considered on a fair, unbiased and lawful basis.  |

1. PERIOD OF COMMITMENT

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| Are you able to give a commitment to Salesian Volunteering from September 2019 to July 2020?  YES/NO |

1. declaration and signature

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| * By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with children/vulnerable adults when barred from doing so is a criminal offence.
* I understand that Disclsoure & Barring Service (DBS)/pre-appointment vetting checks will be required as part of the recruitment process. Details of the DBS check will be recorded and retained indefinitely on the National CSAS Confidential Database.
* I understand (in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018) that any enquiries made in response to my DBS Disclosure application will be retained in accordance with the record retention schedule (or until such time that a new Disclosure is required including completion of a Self-Declaration), and in the event that I am not appointed/selected due to the outcome of my DBS application a record of the non-appointment will be retained on the National Database.
* I also understand that my Safeguarding Self Declaration Form will be held securely and in strict confidence by the Safeguarding team and retained for 75 years.
* I declare that the information I have given on this form is correct and true to my knowledge. I understand that, should my application be successful, and it is discovered subsequently that information is false, this may lead to termination of my Voluntary Worker Agreement.
* I confirm and understand the declaration.

 Signed Date  |

***Thank you for completing the form.***

Please return the completed form to:

Fr Martin Coyle, Rector/ Director, Savio House Retreat Centre, Ingersley Road, Bollington, Macclesfield

SK10 5RW or by email to: saviooffice@salesians.org.uk