

Please complete all pages in full

## Volunteer Application Form

### PERSONAL DETAILS

<b>Title:</b> (Mr, Mrs, Miss, Ms, etc.)	<b>Date of Birth:</b>
<b>Forename(s):</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Day time Telephone:</b>	
<b>Mobile:</b>	
<b>E-mail address:</b>	
<b>Current Occupation:</b> (if a student, please state course/degree, if retired please state occupation before retirement)	

### VOLUNTEERING

Please use this space to provide a brief statement about yourself and why you want to be a volunteer at the Cathedral

## AREAS OF VOLUNTEERING

Please indicate all areas of interest

Role		Role	
Cathedral Welcomer		Marketing and Social Media	
Cathedral Guide		Historic Collections/Library	
Cathedral Gift Shop		Cathedral Refreshments	
Education/Heritage Activity		Administration	
Liturgical / Cathedral		Cleaning/Caretaker/Grounds	
Events		Bell Ringer	
Public Relations		Other (please specify below)	

Other areas of interest \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please state any relevant experience in areas of interested indicated above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SELF DISCLOSURE FORM

**Full Name:**

All information you provide will be treated as confidential and managed in accordance with relevant Data Protection Legislation and Guidance.

### DELETE AS APPROPRIATE

Have you ever been known to any children/adult services or to the police as being a risk or potential risk to children, young people or vulnerable adults? If yes, please provide further information:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been subject to any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children, young people or vulnerable adults? If yes, please provide further information:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’ <a href="http://www.legislation.gov.uk/uksi/2013/1198/pdfs/ukxi_20131198_en.pdf">http://www.legislation.gov.uk/uksi/2013/1198/pdfs/ukxi_20131198_en.pdf</a> If yes, please provide further information:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you registered with the DBS update service?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you included in any list of people barred from working with children and or vulnerable adults?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you lived outside the UK for more than 3 months in the last 5 years If yes, please provide further information:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any family or close relationship to existing employees or to a Trustee of Carlisle Cathedral? If yes, please provide further information:	<input type="checkbox"/> YES <input type="checkbox"/> NO

## CONFIRMATION OF DECLARATION AND CONSENT

I consent to Carlisle Cathedral processing data relating to me for volunteering purposes including legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data (as defined in the Data protection Act 2018) relating to me, including, as appropriate:

- (a) Information about my physical or mental health or condition;
- (b) my racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- (c) criminal convictions; and
- (d) in order to comply with legal requirements and obligations to third parties.

Carlisle Cathedral may make such information available to those who provide products or services to Carlisle Cathedral (such as HR advisers and financial administrators), regulatory authorities and as may be required by law.

I understand that an offer of volunteering may be withdrawn if information is not disclosed by me and subsequently comes to the attention of Carlisle Cathedral.

If required for the volunteering role, and in accordance with Carlisle Cathedral procedures, I consent to completing a Church of England Confidential Declaration Form and also to Carlisle Cathedral carrying out a DBS check on me and I agree to provide sight of this valid DBS certificate on request. I also consent to Carlisle Cathedral clarifying any information provided on the disclosure with the agencies providing it.

**I have provided complete and true information in support of this application, and I understand that knowingly making a false statement for this purpose is a criminal offence.**

Signature	Date:
Print Name:	Post Applied for:

**NB: Please refer to the Applicant and Candidate Privacy Notice on the volunteering webpage setting out the way we will use your personal data.**

## REFERENCES

The safeguarding of children and vulnerable adults is an absolute priority at Carlisle Cathedral. Please give the contact details of 2 referees who are not related to you and who are unconnected to the Cathedral.

**One of your referees must either be your current/most recent employer** or (if self-employed, retired or in full time education) professional people with knowledge of performance unconnected with employment. E.g., a tutor / professional person or body who can provide a reference).

Where an applicant is not currently working with children, young people/vulnerable adults but has done so in the past, one reference must be from this employer.

<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Company / Area of Education:</b>	<b>Company / Area of Education:</b>
<b>Capacity in which you know this referee:</b>	<b>Capacity in which you know this referee:</b>
<b>Email address (required)</b>	<b>Email address (required)</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>

**Please return your completed application by email to [hr@carlislecathedral.org.uk](mailto:hr@carlislecathedral.org.uk) for the attention of the HR Officer.**