**BEFORE YOU START**

Please make sure you have the latest version of Adobe Acrobat

Reader installed on your computer. [Click here to get the latest version.](http://get.adobe.com/reader/)

**DECLARATION FORM**

|  |
| --- |
| **Position Applied for:** |
| **Surname:** | **First Names:** |

**REFERENCES**

Please provide details of two employers who we may approach for a reference. One of these must be your current or last employer. If there’s been a gap in employment of 6 months or more in the last 5 years, please provide details of a personal reference.

|  |  |
| --- | --- |
| **Type of Reference:** | **Employment / Personal** |
| **Name & Position:** |  |
| **Business Name:** |  |
| **Email:** |  |
| **Telephone:** |  |

|  |  |
| --- | --- |
| **Type of Reference:** | **Employment / Personal** |
| **Name & Position:** |  |
| **Business Name:** |  |
| **Email:** |  |
| **Telephone:** |  |

**DRIVERS LICENCE**

|  |  |  |
| --- | --- | --- |
| **Do you hold a full UK driving license? (Must be at least category B)** | **Yes** |[ ]  **No** |[ ]
| **If yes, do you have access to a vehicle?** | **Yes** |[ ]  **No** |[ ]
| **If so, are there any endorsements?** | **Yes** |[ ]  **No** |[ ]
| **If yes, please provide details:** |

**DISCLOSURE OF RELATIONSHIP**

|  |  |  |
| --- | --- | --- |
| **Are you related by marriage, blood or as a co-habitee with any member of staff?** | **Yes** |[ ]  **No** |[ ]
| **If yes, state the name, relationship and position held:** |

**DISCLOSURE OF CRIMINAL BACKGROUND**

|  |
| --- |
| **POLICY:**Combat Stress aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse volunteers. Criminal records will be taken into account for recruitmentpurposes only when the conviction is relevant. Unless the nature of the volunteering role demands it, volunteers will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974 (the Act).Having an ‘unspent’ conviction will not necessarily bar an individual from volunteering. This will depend on the circumstances and background to the offence(s).As Combat Stress meets the requirements in respect of exempted questions under the Act, all applicants who are offered volunteering opportunities will be subject to a criminal record check before they are confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.Where a volunteering role is not exempted under the Act Combat Stress will only take criminal convictions into account when they are relevant to the role. Volunteers are not required to disclose convictions that are ‘spent’ under the Act. Reprimands and final warnings are considered ‘spent’ immediately that they are given. During the rehabilitation period, convictions are referred to as ‘unspent’ convictions and must be declared. |
| **Have you ever been convicted of a criminal offence?** | **Yes** |[ ]  **No** |[ ]
| **Date** | **Offence** | **Time Spent** |
|  |  |  |
| **When are you free to commence volunteering?** |

**ELIGIBILITY TO VOLUNTEER IN THE UK & IRELAND**

Please tick which of the following you have:

[ ]  **British Passport or UK birth certificate & letter**

[ ]  **Certificate of registration/naturalisation as a British Citizen**

[ ]  **Passport showing right to live & work in the UK**

[ ]  **EEC passport or identity card plus required work registration letter**

[ ]  **Non-European passport with relevant work visa**

[ ]  **Any other document that supports your eligibility to work in the UK**

All volunteers with Combat Stress must bring the original documentation as evidence of their entitlement to work in this country before they are confirmed.

**DECLARATION**

|  |
| --- |
| I confirm that the above information is correct to the best of my knowledge. I consent to Combat Stress processing any information I provide them for the purpose of volunteering with Combat Stress. |
| **Signature:** | **Date:** |

Data provided on this application form will be processed in terms of the Data protection Act 1998 and will be used solely for the purpose of volunteer management.