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# Volunteer Agreement and Application Form

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August 2022

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Board of Directors

August 2022

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<b>Personal Details</b>	
Surname	
Forename(s)	
All/Any former names	
Date and place of birth	
Current Address	
If you have lived there for less than three years, then please give previous address(s) to cover that period, with dates you lived there	
Tel. No (Home)	
Tel. No (Mobile)	
Tel. No (Work)	
E-mail	
<b>Background Information</b>	
Please provide information on your current employment and any qualifications you may have:	

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What are your personal interests and hobbies (if any)?	
<b>Additional Information</b>	
Skills you can offer	
Skills you would like to develop	
Do you currently attend any church or other place of worship? If so, which? (Not being a practising Christian will not necessarily debar you from voluntary service)	
Is there any other information you think should be known that might affect your appointment or service as a volunteer?	
<b>Please state which LYM Project – or Projects – you are interested in joining</b>	
Other areas of volunteering (please specify)	
Other information regarding your availability etc.)	

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<b>Confidential Information</b>	
<b>Referee</b>	
A reference will be taken up as one way of checking your suitability and to demonstrate the trustees' attention to proper care for young people and volunteers. Please give the name, address and contact number of one person who can provide an assessment of your suitability for the role.	
Name	
Address	
Telephone	
Connection with you	
<b>Disclosure of criminal convictions</b>	
Under the Rehabilitation of Offenders Act 1974, ex-offenders have to disclose their criminal convictions when applying for Exempted Post. As you are applying to work with children and young people, the post is "Exempted." Please note that you will be expected to have a Disclosure and Barring Service Enhanced Disclosure applied for by your church that is less than three years old, or one will be applied for on your behalf with your full knowledge and input.	
As you will you be working with children and young people, please disclose all convictions, cautions and bind overs, including "spent" ones.	
Do you have any criminal convictions, cautions or bindovers?	Yes    No (If you answered yes please enclose details on a separate sheet with your name clearly printed at the top.)

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Is there any other information you should declare that might affect your suitability for working with children and young people? (e.g. Allegations which have been the subject of investigation; any current criminal investigations, etc.)	Yes No (If you answered yes please enclose details on a separate sheet with your name clearly printed at the top.)
Do you agree to undergo the relevant vetting processes, including “Enhanced Disclosure” through the Disclosure and Barring Service, (DBS) to establish your identity and your suitability for work with vulnerable people	Yes No
<b>Declaration</b> I declare that the information in this application is true and complete. I agree to references being taken up. If I am successful in obtaining this post and the information is later discovered to be incorrect, I understand that the appointment can be cancelled, and a report may be made to the Police or other statutory authorities.	
Signed	
Date	

**The following information is not used in any short-listing/selection process.**

<b>Equality Act 2020</b> If you have a disability according to the Equality Act, please give details. This information will be used to assess whether any adjustment would be needed for you to carry out the tasks relating to the post and will not affect your appointment as a volunteer.

**Monitoring Information**

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**All information in this form is strictly confidential** and the following information will only be used for monitoring purposes to ensure that all applicants are treated fairly and equally. It will not be used to judge your suitability or otherwise for this post.

## AGE

- Under 16     16 – 17     18 – 20     21 – 25     26 – 34     35 - 54  
 55-60     61 – 65     66 +

**GENDER**     FEMALE     MALE     PREFER NOT TO DISCLOSE ON THIS FORM

### ***Personal Details***

Name of Volunteer: .....

Address: .....

Telephone Number: .....

Project(s) of interest: .....

Responsible to (if known): .....  
("Designated staff contact")

The following areas of work and responsibilities have been agreed between Lincolnshire Youth Mission Limited ("LYM") and the volunteer named above:

The Volunteer will play a supportive role to the LYM Youth Missioner, Directors, LYM Partner Churches and other LYM Volunteers. Specific duties will be confirmed in writing at the start of the placement.

LYM will undertake an appraisal within 3 months of the volunteer commencing work. The aim of the appraisal will be to assess whether the volunteering is meeting the needs of LYM and the volunteer

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## Service at the Discretion of LYM

LYM accepts the service of all volunteers with the understanding that such service is at its sole discretion. Volunteers agree that LYM may at any time, for whatever reason, decide to terminate their relationship. If a volunteer wishes to end his or her relationship with LYM, he or she should inform the relevant manager as soon as possible. Time out from volunteering can be arranged by mutual agreement.

The volunteer will attend at agreed times and give reasonable notice when unable to do so.

LYM will meet negotiated training needs that will help volunteers to fulfil their role competently and efficiently wherever possible and practical. An induction programme will be followed by all volunteers.

The volunteer will be supported by and given supervision from an identified member of LYM staff or volunteer team.

## Representation of LYM

Before any action or statement that might significantly affect or obligate LYM, volunteers should seek approval from appropriate managers. This includes, but is not limited to, public statements to the press, lobbying efforts with other organisations, collaborations, joint initiatives, or any agreements involving contractual or other financial obligations. Volunteers are not authorised to act as representatives of LYM or its partner churches unless this is explicitly stated.

## Confidentiality and the General Data Protection Regulations 2020 (GDPR)

In the course of their duties, a volunteer may have access to proprietary or privileged information, personal data and information about other people or the organisation as a whole. For moral/ethical and legal reasons, all volunteers are expressly forbidden to disclose any information they may come into, except to a member of staff or another volunteer, and then only when it is necessary to assist the person the information relates to, or when disclosure is required by law. Any breach of this policy will be regarded as gross misconduct and will result in immediate termination of the volunteer's services.

## Gifts

Volunteers will not accept any gifts of money from children and young people attending any of LYM's projects or their parents and carers. The acceptance of small gifts (e.g. chocolates, etc.) should only be after discussion with the designated staff contact person.

Volunteers will under no circumstances offer or provide personal gifts of any kind to young people attending any of LYM's Projects – whether at the Project itself or any other time.

The volunteer will be paid out of pocket expenses "wholly, necessarily and exclusively" incurred in the performance of their duties. Receipts will have to be provided to the Treasurer and an expenses claim form completed. All expenses will be paid by direct transfer to the volunteer's bank account.

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Volunteers working with LYM will be covered for: (a) personal accident and (b) public liability in relation to their agreed duties outlined in their volunteer agreement.

If the volunteer has a grievance that cannot be resolved with the person's designated staff contact, it should be referred to the LYM Board Chair, or the Company Secretary if the grievance concerns the Chair of the board. If the Chair's ruling is disputed, an appeal against it will be considered by the full board of directors, with that appeal being chaired by a Vice-Chair of the board and the board's decision will be final.

It is the policy of LYM to offer fair and equal treatment to all its employees, volunteers, and service users. A copy of the full Equal Opportunities policy is available on request.

I agree with the conditions set out above. I understand that this agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Signed: .....(Volunteer)

Date: .....