

Email: [Volunteer@cellsproject.com](mailto:Volunteer@cellsproject.com)

**Volunteer Information Form:**

The information on this form will assist us in offering you a suitable volunteer role. Please complete this form in BLOCK CAPITALS.

1. **Personal Information**

|  |
| --- |
| Title: First name: Surname: |
| Address: |
|  |
|  |
| Postcode: |
| Daytime contact telephone number: |
| Evening contact telephone number: |
| Mobile telephone number: |
| Home email address: |
| Work email address (if applicable): |
| Preferred method of contact: Phone/Email/Letter |
| Preferred time of contact: Daytime/Evening |
| Date of Birth: |
| Name of family/friend we can contact in an emergency: |
| Telephone number(s) of emergency contact: |

How did you hear about us?

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer fair |  | Social media |  |
| Word of mouth |  | CELLS Website |  |
| Posters / Adverts |  | Community centre |  |
| If other, please specify: | | | |

Are you involved in any other community organizations? Please identify:

1. **Volunteering with CELLS**

What voluntary activities would you like to do with us?

Why would you like to volunteer with CELLS?

When are you available to volunteer? (*Please tick*)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

When would you be able to start volunteering?

Do you have a current driving licence? YES/NO

Please give details of two referees who have known you for at least 3 years. Referees must not be family members. If you are in employment or education, one referee must be your employer or teacher/tutor.

|  |  |
| --- | --- |
| Name: | Name: |
| Relationship to Applicant: | Relationship to Applicant: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |

**DBS Check:**

YES/NO

If yes, what is your DBS number?

Some volunteering roles may be subject to a criminal record check from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings as well as convictions. The disclosure of an offence will not necessarily bar you from voluntary work. This will depends on the background and circumstances of your offence(s).

**CRIMINAL CONVICTIONS DETAILS:**

Have you ever been convicted of any offence against the law? YES/NO

Note: minor traffic offences such as parking infringements do not need to be declared, however drink-driving offences should be declared.

If yes, please provide further details below:

|  |  |
| --- | --- |
| Date | Offence |

**Data Protection Act 1988:**

CELLS is registered under the 1998 Data Protection Act and will treat all information you supply in accordance with the Act. We will hold your details on our database for monitoring purposes and will not release them to any other organization required by law to do so.

**Describe any skills you have that would be useful for the role you wish to do:**

**Is there anything you have done over the past few years that you would like to tell us about?** (i.e. volunteering, community activity, school activities, training courses)

**What do you hope to get from volunteering with CELLS?**

**What do you think are some of the main problems facing your community?**

**Please tell us about any specific needs you may like us to take into account either at the interview or if we offer you a volunteer role:**

E.g. Mobility, childcare responsibilities, all information will be treated as strictly confidential.

Thank you for taking the time to complete this form. Please sign and return to CELLS, and we will be in touch soon to discuss the next steps.

Signed:

Date:

Equal Opportunities Form:



At CELLS we are committed to the practice of equal opportunities and to promoting diversity in all areas of our work. To help us monitor our effectiveness in achieving this, please complete the questionnaire below. This information will be held on computer and is subject to the provisions of the Data Protection Act 1998.

**Gender (please tick)**

|  |  |
| --- | --- |
| **Male** |  |
| **Female** |  |

**Age Group:**

|  |  |
| --- | --- |
| **20 or under** |  |
| **21-30** |  |
| **31-40** |  |
| **41-50** |  |
| **51-60** |  |
| **61 or over** |  |

**How would you describe your Ethnic Origin?**

|  |  |
| --- | --- |
| **White:** British/Irish/Other White |  |
| **Mixed:** White and British |  |
| **Caribbean:** White and Black |  |
| **African:** White and Asian/Other Mixed |  |
| **Asian or Asian British** |  |
| **Black or Black British** |  |
| **Chinese or other Ethnic Group** |  |
| **Other** |  |
| **Prefer not to say** |  |

**Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

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CELLS is an initiative, born from the need for understanding through education into the consequences of anti-social behaviour and criminal activity. We aim to use our experiences as diverse measures to give tomorrows society a better chance in life.

We concentrate on educating and assisting individuals, concentrating on specific aspects with help and experience from rehabilitated ex-offenders. We aim to address and cover the following areas:

* Anti-Social Behaviour and Victim Impact
* Crime and Consequences
* Drugs and Drug Awareness and the Effects on Family and Victims
* Gang Culture
* Joint Enterprise
* Gun and Knife Crime
* Victim Impact Session
* Prison and Prison Life
* Choices and Responsibility
* Onward Divertive Training and Progression into Employment

Additionally, we are continuously aiming to develop the charity to cover further issues that are progressing into frequent and significant issues within the community such as teenage pregnancy, domestic violence and employability.

**What is expected of a CELLS worker?**

* Confidentiality:

Everything you see or hear while working in CELLS is told in confidence and every worker has to sign a promise to observe a strict rule of confidentiality before he/she begins to work for CELLS.

* Impartiality:

CELLS workers have to be subjective in the way they deal with problems. Having strong views on something does not debar you from the CELLS works so long as it does not interfere with current projects and you have an appreciation of the vulnerability of the people you may come in contact with.

* Induction:

All new volunteers will be introduced to the CELLS team through our volunteer coordinator. As well as introductions, volunteers are offered training in Level 3 safeguarding and the chance to read through projects from students who have evaluated our services.

* Time:

We ask that workers commit to a minimum of 6 hours per week regularly or a consistently agreed work pattern. Training and observation are taken into consideration for the hours.

* In-Service Training:

There is ongoing training within the volunteering roles at CELLS.

* Keeping Up To Date:

Things are always changing within the community and other aspects therefore you may want to do additional reading from time to time in relation to different areas as these may assist you in carrying out specific tasks and work.

* Photography consent:

We are very keen to build our social media platforms, therefore take photographs of volunteers and paid members of staff during awareness sessions and at our summer fun days, which we share with the public and our funders. If you do not feel comfortable with this, please make the volunteer coordinator aware.

**Travel expenses:**

It is a CELLS policy that volunteers are paid out-of-pocket expenses and should not be out of pocket when they come to the office or other destinations for awareness sessions. We ask that you keep receipts of public transport or petrol payments for us to backdate the payment.