**CHICHESTER CATHEDRAL**

**VOLUNTEER APPLICATION FORM**

We are required to ensure that we do have a robust process in place for recruiting our volunteers, and this is a simple two-step process:

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| **Step 1:** | completing this application form and providing referee details; |
| **Step 2:** | attending an informal meeting, which is an opportunity for us to find out what you would like to do, what you wouldn’t like to do and an opportunity for you to ask any questions about volunteering or the specific roles. |

We do hope that you will understand that, as the custodians for the future of our cathedral, we have a responsibility to ensure that we recruit appropriate people to volunteer and that you won’t be discouraged by our process.

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| **Volunteer role:** | **Finance Committee Member** |

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| **Where did you hear about volunteering at Chichester Cathedral?** |  |

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| **Your contact details:**  Please note that e-mail is our preferred method of communication with volunteers. | |
| **Name inc title:** |  |
| **Address:** |  |
| **Mobile:** |  |
| **Email address:** |  |

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| **Your referee details:**  Please indicate two people who can provide references and the capacity in which they are known to you. | | | | | |
| **Referee Name** | | **email address** | | **Telephone number** | |
| **1.** | |  | |  | |
| **2.** | |  | |  | |
| **Your previous work experience:**  Please list any volunteer or paid experience over the last 10 years – if you haven’t worked or volunteered, please leave this section blank. This enables us to better understand what other organisations our volunteers work for. | | | | | |
| **Dates**  [month & years] | **Organisation** | | **Role**  [and brief outline of duties] | | **Employed or volunteer?** |
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| **Please explain briefly what attracts you to volunteering at Chichester Cathedral?**  This enables us to better understand what attracts our volunteers to working with us. |
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| **Is there anything else that you wish we had asked or want to share?** |
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**Criminal Records** (Rehabilitation of Offenders Act 1974)

We are required to ask you about any unspent convictions as part of our duty of care to other volunteers, our staff, members of the Cathedral Community, visitors to our Cathedral and others. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. Some roles will also require full criminal record checks.

If you do have any unspent convictions, please include details in a sealed envelope. If you would like to discuss any convictions you may have, please contact the HR Manager at: [val.timlin@chichestercathedral.org.uk](mailto:val.timlin@chichestercathedral.org.uk)

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| **Declaration**  I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role as a volunteer.  I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.  I understand that if I am appointed to a volunteering role there will be a settling in period and that I will be expected to complete a volunteer induction programme and undertake relevant safeguarding training  I confirm that the information above is correct, to the best of my knowledge. | | | |
| **Your signature:** |  | **Date:** |  |

Please return your completed application form to Val Timlin, Head of HR, at: [hr@chichestercathedral.org.uk](mailto:hr@chichestercathedral.org.uk)