



## VOLUNTEER APPLICATION

Thank you for your interest in CATH. Volunteers are a key part of our teams and your contribution is valued.

Churches Action for the Homeless (CATH) is a progressive local charity which supports, encourages and promotes the development and delivery of projects to alleviate homelessness, poor and sub-standard housing and associated problems in the Perth and Kinross District. CATH is a company limited by guarantee with charitable status, based in Perth.

We help around 800 people a year to overcome homelessness issues through our projects which include:-

- ✦ Drop in Day-Centre
- ✦ Emergency hostel accommodation
- ✦ Long term accommodation
- ✦ Tenancy support
- ✦ Employment Creation
- ✦ Outreach and Street work
- ✦ Community Youth Initiative
- ✦ Literacy and numeracy support
- ✦ Employability and employment training

Our Mission is “Working together to end homelessness” which we aim to achieve through our strategy of professionalism in specialist support services.

We seek to work in partnership with those who share our Vision and Strategic aims.

All CATH Volunteers will be trained and supported by us. CATH policies and procedures are in place to guide your work and to help to keep you safe whilst you are volunteering with us.

We aim to make sure that you will find your time with CATH satisfying and rewarding.

This information is available in large print and other formats.

Completed forms should be returned to:

Elaine Lamb  
HR & Service Standards Coordinator  
**Churches Action for the Homeless**  
CATH New Futures Centre  
The Ladeside, St Catherine’s Road  
PERTH PH1 5RY  
T: 01738 550188  
E: [e.lamb@cath-org.co.uk](mailto:e.lamb@cath-org.co.uk)

**VOLUNTEER ROLE BEING APPLIED FOR:**

(or just write, "Anywhere you need me!")

**PERSONAL DETAILS**

Surname: \_\_\_\_\_ Initials: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Work: \_\_\_\_\_

National Insurance No \_\_\_\_\_

**INTERESTS AND EXPERIENCE**

Please do give us as much information as possible. Whilst we try to ensure that applicants are matched to volunteering opportunities, this cannot be guaranteed.

**Skills overview:**

Please check all that apply:			
Administrative Tasks	<input type="checkbox"/>	Greeting/Ushering/Events	<input type="checkbox"/>
Arts and Crafts	<input type="checkbox"/>	Horticulture/Gardening	<input type="checkbox"/>
Bookkeeping/ accounting	<input type="checkbox"/>	Marketing and Promotions	<input type="checkbox"/>
Carpentry & woodwork	<input type="checkbox"/>	Mechanics	<input type="checkbox"/>
Charity Management / Governance	<input type="checkbox"/>	Mentoring: Adults / Youth	<input type="checkbox"/>
Communications	<input type="checkbox"/>	Metalworking	<input type="checkbox"/>
Computer skills (eg Word, Excel, www)	<input type="checkbox"/>	Phone Support	<input type="checkbox"/>
Cooking & baking	<input type="checkbox"/>	Photography	<input type="checkbox"/>
Copy writing	<input type="checkbox"/>	Public Relations	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	Public Speaking	<input type="checkbox"/>
Driving	<input type="checkbox"/>	Sewing / knitting / textiles	<input type="checkbox"/>
Entrepreneurial skills	<input type="checkbox"/>	Teaching (age group _____)	<input type="checkbox"/>
Exhibitions (Install/ Maintain)	<input type="checkbox"/>	Video Editing	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	Web Development/Design	<input type="checkbox"/>
Graphic Design	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Please tell us more about the skills and experience you can bring to volunteering for CATH? (This may be work-related or gained through volunteering, training and education, personal experience as well as hobbies such as sports, music, arts etc). *Use another sheet if necessary.*

**DRIVING & TRANSPORT:**

Do you hold a valid UK Driving Licence?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you licenced to drive a minibus?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you have access to a vehicle?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Would you be willing to use this vehicle as Part of your volunteering role? (eg taking service users shopping etc)	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Are there any skills, abilities or experience you would like to develop? (E.g. meeting and working with new people, gaining confidence, a better understanding of homelessness, particular practical skills)

Why do you want to volunteer with CATH?

Have you volunteered or worked for CATH in the past? Yes:  No:   
Please tell us when.

Do you know anyone who volunteers or works for CATH? Yes:  No:   
Please tell us who.



**AVAILABILITY & TIME COMMITMENT**

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available (eg: 11-2pm)							
Over what time periods are you seeking to volunteer with us? (eg weekly, monthly, when needed, see how it goes, etc)							

**CRIMINAL RECORDS**

Do you have any criminal convictions you need to tell us about?      Yes:       No:

CATH takes very seriously its responsibilities for the safety and welfare of its service users, its volunteers and the organisation as a whole.

Criminal records will be taken into account only when the conviction is relevant. Declaring a conviction will not prevent you from being considered for a volunteer role. Because CATH works with vulnerable people, all our staff and volunteer roles are considered exempt under the Rehabilitation of Offenders Act 1974. Consequently you are required to disclose all criminal convictions, including those which are 'spent'. Consideration for volunteer roles will be subject to a satisfactory criminal records check and an Enhanced Disclosure Scotland check with the Criminal Records Bureau Scotland before the appointment is confirmed. This check will request details of cautions, reprimands or final warnings, as well as convictions.

We will contact you if further information is required.

Please make sure you complete the CATH "Criminal Record Declaration Form".

**REFEREES**

Should you be offered a volunteering opportunity with CATH, we will need to undertake two references for you. Please note - referees can be employers or college tutors (for example) but should not be a relative. You need to have known them for over 12 months.

Referee 1		Referee 2	
Name:		Name:	
Relationship:		Relationship:	
Address:		Address:	
Telephone:		Telephone:	

CATH values your support and promises to respect your privacy. The data we gather and hold is managed in accordance with Data Protection (1998). We will not disclose or share personal information supplied by you.

**Data Protection Act:** I understand and agree that, as part of volunteering with CATH my details may be held in a confidential database that is only used for reasons relating to my volunteering.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## EQUAL OPPORTUNITIES

### *Equal Opportunities Policy in Recruitment and Selection*

Our volunteer recruitment processes are carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the role for which they have applied. No volunteer will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief or political opinion or be disadvantaged by conditions or requirements which are not justified or relevant to the role. The sole criterion for selection is the suitability of the applicant for the role. We are committed to ensuring that every applicant applying for a volunteer role within CATH is treated fairly.

### *Monitoring*

We will treat the information you give as confidential and we would appreciate your co-operation in helping us monitor the effectiveness of our Equal Opportunities Policy. Your application will not be affected by the information provided and this will be separated from your application form on receipt.

Please make sure you complete the CATH "Equal Opportunities Monitoring Form" .



# Churches Action for the Homeless

CATH New Futures Centre  
 The Ladeside, St Catherine's Rd, Perth PH1 5RY  
 Tel. 01738 580188 Fax 01738 580637  
 www.cath-org.co.uk



## CRIMINAL RECORD DECLARATION FORM

### Private & Confidential

Because CATH works with vulnerable people, all our staff and volunteer posts are considered exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (part v). You are therefore required to disclose all convictions (spent and unspent), cautions, warnings and reprimands and any relevant non-conviction information.

Please give details regarding any convictions, cautions, warnings or reprimands under the heading in **Section 1**.

Please give details of any relevant non-conviction information in Section 2.

If you have **no** convictions, cautions, warnings or reprimands or relevant non-conviction information please go to Section 3 and sign the declaration form.

Should you be appointed, you will also be required to provide an Enhanced Disclosure under the terms of the Police Act 1997 (Part v).

### Section 1.

a.	Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.
b.	Please give details of the reasons and circumstances that lead to your offence(s)
c.	Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence.
d.	Has any other organisation(s) supported you to work through any of the above issues?

	What have you learned from the experience?
--	--------------------------------------------

**Section 2.**

Non-conviction relevant information:
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**Section 3.**

**Declaration**

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to me being asked to leave as a CATH volunteer.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Volunteer Role Applied for  
(if any specified): \_\_\_\_\_

*Note: The information given in this form will be treated in the strictest confidence.*

**Should you require any further guidance on the Rehabilitation of Offenders Act 1974 the Exclusions and Exceptions Scotland Order 2003 or the Police Act 1997 (part v) please contact Elaine Lamb on 01738 580188 or contact Apex Scotland on 01382 525 032.**



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## Equal Opportunities Monitoring Form

CATH is striving to become an equal opportunities employer and is committed to ensuring that all job and volunteer applications are considered solely on merit. As part of our monitoring of this, we would ask that you complete this form. The information you provide will be treated in strictest confidence and will not be included in the selection process.

Volunteer Role (if any specified): \_\_\_\_\_

Please check the appropriate boxes.

Are you?  
 Black  White  Asian

Would you describe your ethnic origin as?  
 Indian  Afro-Caribbean  Bangladeshi   
 Pakistani  African  Chinese   
 UK/Irish  Other European  Other (Please specify)

Are you?  
 Male  Female

In which age group are you?  
 18-25  26-35  36-55   
 Over 55

### Disability (Part One)

Under Section 1(1) of the Disability Discrimination Act, a disabled person is someone who has a physical or mental impairment, which has a substantial and long-term adverse affect on his/her ability to carry out normal day-to-day activities.

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? Yes  NO   
 QUESTION REFUSED

### Disability (Part Two)

If you consider yourself to have a disability, and you have any needs which require special provision, please give details.

Thank you for taking the time to complete this form.