



Volunteer Registration Form

Thank you for your interest in becoming a Volunteer with Ford Forward Community Chaplaincy.

So that we can formally register your interest, please take a few minutes to complete this form. If you are unsure about any part of this document, please call us at HMP Ford Chaplaincy 01903 663085 or email us at jo@fordforawrd.org.uk to ask for advice.

As a part of this specific role you will be asked to complete an Enhanced Status Vetting form, which includes a criminal record check. No checks will be made without your consent.

You can choose not to answer any question.

Your details and preferences

Title, e.g. Mr. Mrs. Miss Ms	
First name(s)	
Surname	
Address Line 1	
Address Line 2	
Address (Town)	
Address (County)	
Postcode	
Daytime telephone	
Evening telephone	
Mobile number	
Email address	
Next of Kin/Emergency Contact:	
Name	
Contact Telephone Number	

Please tick✓when you are available to volunteer

	Mon	Tue	Wed	Thu	Fri
AM					
PM					

What has attracted you to this role?		
What do you enjoy doing? For example gardening, outdoor activities, being on a computer etc...		
What are the main skills and experience you feel you could offer?		
Is there anything you specifically do not like doing?		
Is there anything else you feel we should know about?		
Do you have a disability?	Yes	No
If yes, please give details.		
Do you have/have access to a vehicle?	Yes	No
Do you hold a current full UK driving licence?	Yes	No
What type of licence do you hold?		
Car Automatic	Yes	No
Car Full	Yes	No

PSV/PCV	Yes	No
Are you insured for driving in connection with volunteering?	Yes	No*
Is your vehicle regularly serviced?	Yes	No

* In the event that you are either not insured for using your vehicle in connection with volunteering, or not certain whether you are insured for that purpose please see attached email template that you might like to send to your insurance company.

Declaration of Offences (Criminal Convictions)

Because of the nature of the role for which you are applying, under the rehabilitation of offenders Act 1974 (Exemption Order 1975) you are not entitled to withhold information about any criminal convictions that you might have, including those committed whilst a juvenile, which for other purposes may be regarded as spent. Whilst a criminal conviction in itself is not necessarily a bar to volunteering, certain convictions may prohibit you from volunteering.

Have you ever been convicted of a criminal offence? Yes / No. If yes, please outline below.

Date Offence/s Court Disposal (sentence)

Your Signature.....

Name Printed.....

References

In relation to the role you are applying for, please provide details of two people, who have known you for at least two years. Please give the details of two referees below that you would be happy for us to contact.

Referee 1	
Name	
Address	
Post Code	
Contact Telephone Number	
Email	
Referee 2	
Name	
Address	
Post Code	
Contact Telephone Number	
Email	

Thank you for completing this form. Please return to:

Ford Forward Community Chaplaincy
HMP Ford
Ford Road
Arundel
West Sussex BN18 0BX

Or email: jo@fordforward.org.uk

Template email to Vehicle Insurer

DATE:

TO: (Insurance Company)

RE POLICY NO:

Dear Sir or Madam,

I intend to undertake volunteering. From time to time, I will use my vehicle to and from meetings, including car sharing with others from the agencies for whom I volunteer. I will receive a mileage allowance for these journeys to cover the running cost of my vehicle accordance with Section 1(4) of the 1981 Public Passenger Vehicles Act, which exempts me from both Public Service Vehicle and Hackney Carriage licensing laws.

I would be grateful if you can confirm that my existing policy covers me for such volunteer-driving and that my insurance policy contains a clause indemnifying the agencies for whom I volunteer against third party claims arising out of the use of vehicle for such volunteering. A 'tear off' slip is provided below for your completion and return to me.

Many thanks for your help.

Yours faithfully,

FROM: (Insurance Company)

POLICY NO:

POLICY HOLDER/DRIVER:

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the policy contains a clause indemnifying the agencies with which you are a volunteer against a third party claims arising from the use of the vehicle on such volunteering.

Insurance Company stamp

Issued by:

Date: