**1 Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname |  | Title (Dr, Mr, Ms, etc.) |
| Forenames |  | Date of Birth |
| Home address |  |  |
|  |  |  Postcode |
| Home telephone |  | Daytime telephone |
| Mobile  |  | Email address |

Please note that age may affect the degree of insurance covering a voluntary post – details are available on application from the Cathedral Office.

|  |
| --- |
| How did you learn about volunteering for Exeter Cathedral? |
| Please give details of days when you would be able to carry out volunteer duties? |
|  |
|
|

**2 Please indicate the position you are interested in applying for**

Volunteer Role Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3 Education, Work or Voluntary Experience**

Please give details of any education, training, work or voluntary experience which you may feel is relevant to the voluntary position you are interested in.

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**4 Further information**

Please use this space to provide a brief statement as to why you want to be a volunteer at Exeter Cathedral.

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**5a Referees**

Please supply **two** referees, one of whom should be a recent employer or professional person or body but **not a member of your own family or someone already associated with the Cathedral**. (**N.B. Please supply email addresses or your application will be severely delayed**).

|  |  |  |
| --- | --- | --- |
| Name |  | Name |
| Position |  | Position |
| Address |  | Address |
|  |  |  |
|  |  |  |
|  Postcode |  |  Postcode |
| Telephone |  | Telephone |
| **Email** |  | **Email** |

**5b Referee Declaration**

I confirm that I am happy for Exeter Cathedral to contact my referees in order to process my application.

|  |
| --- |
| □ Yes |
| □ No |

**6 Emergency Contact Information**

Please give details of two people who can be contacted in the case of an emergency.

|  |  |  |
| --- | --- | --- |
| Name |  | Name |
| Address |  | Address |
|  |  |  |
|  |  |  |
|   Postcode |  |   Postcode |
| Telephone |  | Telephone |

**7 Rehabilitation of Offenders Act 1974 and disclosure by Disclosure and Barring Service (DBS).**

Children and the vulnerable see our volunteers as safe and trustworthy because of the roles they hold:

The Cathedral has a commitment to the safeguarding of children, young people and vulnerable adults, and prior to commencing the role checks may include a DBS (previously CRB) disclosure. If requested but declined then no appointment can be offered.  If there is a disclosure on the certificate, the Dean and Chapter will follow the DBS Code of Practice, the Cathedral’s Equal Opportunities Policy and the House of Bishop’s Safer Recruitment Practice Guidance in conjunction with the Diocesan Safeguarding Team to assess your suitability for appointment.

If you have any unspent cautions or convictions, please discuss your position in confidence with the Cathedral Volunteer Manager before signing this form. If the role is eligible for an Enhanced DBS check you will be asked to complete a Confidential Declaration form.  Any self-disclosures on this form or disclosures on the subsequent DBS certificate will be assessed by the Diocesan Safeguarding Adviser.  Please note that a caution or conviction will not necessarily exclude you from volunteering.

**Completion of a Confidential Declaration Form**

A Confidential Declaration form must be completed by all potential recruits to Exeter Cathedral whose role requires a Standard or Enhanced DBS check, and applies to clergy, employees, ordained staff, other adults and volunteers who wish to work or undertake a role at the Cathedral.

When completed, this form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment, and, when appropriate, the Diocesan Safeguarding Team and the Cathedral’s Safeguarding Lead or someone in the equivalent role.  All forms will be kept securely under the terms of the Data Protection Act 1998.

Please return the completed form to: Exeter Cathedral Volunteer Coordinator, 1 The Cloisters, Exeter, EX1 1HS or email - volunteers@exeter-cathedral.org.uk

The information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.  If the Cathedral becomes aware that the information given on this form is not accurate, the Cathedral reserve the right to address this with you in line with its disciplinary policy (if applicable) and make referrals to the Disclosure & Barring Service or other relevant agencies or authorities.

Please note that you will NOT be allowed to start work in either a paid or volunteer capacity until this form and all other required checks have been completed.

**8 Data Protection**

The information that you provide on this form will be held by Exeter Cathedral to enable us to process your application. The data will be stored on a secure computer system and used for administration purposes only. Your information will be destroyed when no longer required for our records.

The details you provide will only be used by Exeter Cathedral. We will never swap, share or sell your information to a third party.

You can update your preferences, or your details, or ask to be removed from our records at any time by

emailing data@exeter-cathedral.org.uk or by writing to The Data Officer, Exeter Cathedral, 1 The Cloisters, Exeter EX1 1HS

Our Privacy Policy gives more detail of how we use and protect your information. You can view it at www.exetercathedral.org.uk/privacy or ask us to provide you with a copy.

**9 Declaration**

Please read the declaration carefully before signing and dating the form.

I declare that the information I have given is true to the best of my knowledge and understand that I will be asked to leave any voluntary position offered if any information is subsequently found to be deliberately misleading. I understand I am applying for a voluntary role and if successful I will not be entering into any employment contract and that terms are binding in honour only.

|  |  |  |
| --- | --- | --- |
|  Signature |  | Date |

Please return the completed form to: Exeter Cathedral Volunteer Coordinator, 1 The Cloisters, Exeter, EX1 1HS or email - volunteers@exeter-cathedral.org.uk