

Volunteer Application (Declaration)

Full Name:

Please read notes overleaf for guidance before completion.

If you answer yes to any of the questions below, please attach full details including dates.

- 1. Are you currently bound over or have you ever been convicted of an offence by a Court or Court-Martial in the United Kingdom or any other country? (You do not need to declare parking offences) No Yes
- 2. Have you ever received a police caution, reprimand or final warning? No Yes
- 3. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of? No Yes
- 4. Are you aware of any current police investigation in the United Kingdom or any other country following allegations made against you? No Yes
- 5. Have you ever been dismissed by reason of misconduct from any employment, office or other position previously held by you? No Yes
- 6. Have you ever been disqualified from the practice of a profession or required to practise subject to specified limitations following fitness to practise proceedings by a regulatory or licensing body in the United Kingdom or any other country? No Yes
- 7. Are you currently the subject of any investigation or fitness to practise proceedings by any licensing or regulatory body in the United Kingdom or any other country? No Yes
- 8. Child protection posts only:
Are you subject to any prohibition, limitation or restriction that means we are unable to consider you for the position for which you are applying? No Yes

Declaration:

I have read the guidance notes for applicants that accompanied my application form, and I consent to the information provided in this declaration being used by Airedale NHS Foundation Trust for the purpose of assessing my application.

I confirm that the information that I have provided in this declaration form is correct and complete and that I am required to declare any change to the information provided before I accept any offer as a volunteer or during my period as an appointed volunteer.

I understand that if I withhold information or provide false or misleading information this may result in my application being rejected, or in my dismissal as a volunteer.

Signed **Date**

Airedale NHS Foundation Trust
Notes for applicants – completion of declaration form

Voluntary work in hospitals is exempt from the Rehabilitation of Offenders Act (1974) and you are therefore required to declare any criminal convictions or cautions you may have, even if they would otherwise be considered as 'spent', together with any cautions or bind-overs or pending prosecutions.

Please read these notes before completing the declaration form overleaf.

The information you provide on this declaration form will only be taken into account in relation to your application for voluntary work.

With the exception of question 8, answering yes to any of the questions on the declaration form will **not** mean that your application will be automatically rejected. Prior to making a final decision concerning your application, we will discuss with you any information declared and carefully consider the nature and circumstance of the declaration you make, and its relevance or otherwise to the voluntary post for which you are applying.

Failure to declare information in relation to any of the questions asked may, however, disqualify you from appointment, or result in dismissal if a discrepancy comes to light.

The Data Protection Act 1998 requires that we obtain your consent before processing sensitive data about you. Processing includes obtaining, recording, holding, disclosing, destroying and retaining information. Sensitive personal information includes criminal offences, convictions, criminal proceedings, disposal or sentence.

Any information you provide will be processed in accordance with the Data Protection Act 1998, and will be used only for the purpose of determining your suitability for the post for which you have applied, unless you agree otherwise. It will be kept securely and treated as confidential information. This means that access to it will be restricted to only authorised persons who will need to see it as part of the administration or selection process.

Once a decision has been made concerning your appointment, we will not keep the declaration form longer than is necessary.

You must respond to all the questions on the declaration form. If you answer yes to any of the questions please attach details on a separate sheet. If you do provide a separate sheet please write your name and the particular voluntary activity that you wish to be involved with on the sheet, and attach it securely.

No decision regarding voluntary work can be made without your completed declaration.

If you have any questions or concerns regarding the declaration or how the information will be processed please contact the Voluntary Services Department at Airedale General Hospital, Tel. 01535 295316.