

Request to be considered as a volunteer

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 and also what your preferred duties would be.

2 Please indicate the areas of volunteering you are interested in

Tick one box for an area you are interested in and two for an area you have experience in

- | | | |
|---|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Gardening Volunteer | <input type="checkbox"/> Reader |
| <input type="checkbox"/> Bell Ringers | <input type="checkbox"/> Guide | <input type="checkbox"/> Roof Guides |
| <input type="checkbox"/> Cathedral News Team | <input type="checkbox"/> Holy Duster | <input type="checkbox"/> Safeguarding Team |
| <input type="checkbox"/> Choir Chaperones | <input type="checkbox"/> Holy Ground | <input type="checkbox"/> Servers |
| <input type="checkbox"/> Cloister Club | <input type="checkbox"/> Intercessor | <input type="checkbox"/> Shop Volunteer |
| <input type="checkbox"/> Coffee on Sunday | <input type="checkbox"/> Lego Project | <input type="checkbox"/> Sidesmen |
| <input type="checkbox"/> Duty Chaplains | <input type="checkbox"/> Lesson Reader | <input type="checkbox"/> St Peter's Singers |
| <input type="checkbox"/> Educational Guide | <input type="checkbox"/> Library & Archive | <input type="checkbox"/> Steward |
| <input type="checkbox"/> Eucharistic Assistants | <input type="checkbox"/> Linen Washers | <input type="checkbox"/> Study Group Leader |
| <input type="checkbox"/> Eucharistic Minister | <input type="checkbox"/> Pastoral Support Group | <input type="checkbox"/> The Company of Tapisers |
| <input type="checkbox"/> Events Team | <input type="checkbox"/> Prayers for Healing | <input type="checkbox"/> Virgers |
| <input type="checkbox"/> Flower Arrangers | <input type="checkbox"/> Prison Prayer Support | <input type="checkbox"/> Wednesday Kitchen |

Other please specify _____



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.

4 Further information

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

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. (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 Manager, 1 The Cloisters, Exeter, EX1 1HS or via 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 Act

I agree to the details in this form being recorded in the Dean and Chapter's records, both manual and electronic for the purpose of processing this application and, if successful, during the period of my service as a volunteer.

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 in to any employment contract and that terms are binding in honour only.

Signature

Date

Please ensure you have completed all sections and return this form in an envelope marked **Private and Confidential** to: Exeter Cathedral Volunteer Manager, 1 The Cloisters, Exeter, EX1 1HS