

Volunteer Application Form

(Private and confidential)



Walkie Dogs is committed to safeguarding and promoting the welfare of all children and vulnerable adults. We expect all volunteers to share this commitment. All successful volunteer applicants will be subject to an enhanced Disclosure Baring Service (DBS) check.

As part of the DBS Check, you will be required to provide:

- 5 years worth of addresses
- Place of birth
- 3 forms of ID

You will receive an email with a link to complete your DBS Volunteer Check. Please ensure you fill in all details accurately and provide your current address along with a 5-year address history.

Once you have submitted the required information, you will receive another email with a payment link directing you to SafePay. The cost for the DBS check is £10.50. Your application will not proceed until payment is received.

After you have received your paper DBS certificate, you will have 28 days to register for the FREE update service. If you register you won't have to require any further DBS Checks, and this will mean your DBS is continually up to date .

You can register at: www.gov.uk/dbs-update-service

You will need to provide 3 forms of identification. Please refer to the list of acceptable documents here: www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021

Please note, completion of this application form will not guarantee you a volunteering opportunity with Walkie Dogs. We will consider your suitability from the information provided on your application form and referees. If we are unable to obtain satisfactory referees, we will not be able to consider you. This process is in place to ensure we meet our priority of safeguarding our children, vulnerable adults, members, staff and volunteers.

1. Personal Details	
Title:	Full name:
Address:	
	Postcode:
Email address:	
Mobile phone number:	
Home phone number:	
Date of birth:	Place of birth:
National insurance number:	
How would you describe your gender?:	<input type="checkbox"/> Prefer not to say
Gender the same at birth?	

Address history	
If you have lived at your current address for less than 5 years, please provide other addresses within that time.	
Address:	
	Postcode:
Address:	
	Postcode:
Address:	
	Postcode:

Emergency contact	
Emergency contact name:	
Relationship to you:	
Contact address:	
	Postcode:
Contact phone number:	

2. How did you hear about us?

3. Why do you want to be part of the Walkie Dogs family?

4. Employment	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position:	
Length of employment (if less than 3 years add previous employment below):	
Employer's name:	
Contact address:	
	Postcode:
Email address:	
Contact phone number:	
Previous employment:	
Employer's name:	
Contact address:	
	Postcode:
Email address:	
Contact phone number:	

5. References

Please give the names, addresses and email address of two referees. One should be your present employer, or, if you are not employed, your last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.

Reference 1

Name:

Occupation:

Address:

Postcode:

Email address:

Contact phone number:

Capacity in which known:

Reference 2

Name:

Occupation:

Address:

Postcode:

Email address:

Contact phone number:

Capacity in which known:

6. Please give a brief description of any previous voluntary roles

7. Please give a brief description of your skills and interests

8. Are there any medical conditions we need to consider?

9. General Disclosure	
Do you have a current driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any restrictions on you volunteering in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current criminal record?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give the following details:	
Certificate number:	
Date of issue:	
Is there anything that prevents you working with children or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:	
Have you been barred from working with children or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:	

You will be required to have an up-to-date DBS check; it is relevant for your volunteer role. You can apply for your DBS via this link below:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Once you have received your Enhanced Certificate, please forward the original to:

HR Department, Walkie Dogs Ltd
27 Carrholm View, Leeds, LS7 2NG

Please send by recorded delivery (to prevent loss and failure of delivery).

Rehabilitation of offender’s act (1974) Exceptions order (1975)

In order to protect the members and clients (e.g., children and vulnerable adults) it is necessary for checks to be made on all volunteers. If you are applying to volunteer with children or adults, the work you are applying for is exempt from the provision of the Rehabilitations of Offenders Act. You are therefore required to disclose details of any convictions including ‘spent’ convictions. If you have been convicted of any offences, please give details. Any information given will be kept confidential. (Please note, this will not necessarily prejudice your application).

Has a previous organisation where you were either an employee or volunteer ever taken disciplinary action against you, currently subject to any complaints or investigations in relation to your conduct with children or vulnerable adults?

Yes No

If yes, please give details:

10. Declaration

I am committed to the aims of Walkie Dogs including their commitment to protecting children and vulnerable adults. I have completed all sections of the application form accurately to the best of my knowledge and understand that to knowingly give false information or omit information is a breach of trust and could result in the ending of my volunteering relationship with Walkie Dogs. I understand that if I am subsequently convicted of a relevant criminal offence, I must declare to Walkie Dogs.

Do you give consent to the above declaration? Yes No

Signed:

Date:

Volunteer Agreement

Please insert your name and sign at the bottom to say that you have understood and are in agreement with what can be expected of us and what we expect from you.

We, Walkie Dogs, will do our best to:

- Provide basic training and induction.
- Provide clear role descriptions and training for any specific volunteer role you undertake.
- Ensure that the personal information you give us is treated with care and discretion.
- Offer flexibility and the chance for personal development within your role wherever possible.
- Offer the right to change your mind regarding a voluntary activity without feeling guilty.
- Adhere to Walkie Dogs policies and procedures on volunteering.
- Ensure that you know how to keep yourselves and those we work with in a safe environment.
- Treat you fairly and with respect and consideration at all times.
- Try to resolve in a fair and just manner any problems, complaints or difficulties that you may encounter whilst volunteering with us.

Name:

I agree to do my best to:

- Perform my role to the best of my ability
- Be present at the dates and times that I have agreed, and let my agreed contact know as soon as possible if I am unable to attend any of the dates
- Operate within Walkie Dogs guidelines, procedures and standards
- Make sure my behaviour, attitude and language do not go against the aims and interests of Walkie Dogs vision or purpose
- Report any behaviour or allegations made to me by children or vulnerable adults or any concern about behaviour of others
- Let you know if my circumstances change e.g., contact details, health condition

Signed:

Date:

Note: this agreement is binding in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Walkie Dogs will hold your information in our legitimate interests to manage the volunteer process. We will not share this information with any other organisation and will keep it for as long as you volunteer with us. You have a right to a copy of information we hold about you and, in some circumstances, to have it amended or deleted. For this, and to raise any issues on how your information is handled, please contact Human Resources at hr@walkiedogs.com.