

| Volunteer Proforma  |  |
|---|--|
| Name  |  |
| Address   |  |
| Telephone   |  |
| Email   |  |
| Skills  |  |
| Availability  |  |
| I can help with:  |  |
| Do you speak a second language and if so, which?  |  |
| Do you hold a current driving license? Yes/No   |  |
| Do you have use of a car? Yes/No  |  |
| <b>DECLARATION OF CRIMINAL CONVICTIONS</b>  |  |
| Under the Rehabilitation of Offenders Act (Exceptions) Order 1975 and the R.O.A. (Exceptions) (Amendment) Order 1986 we ask you to declare spent convictions.<br>Please tick the appropriate box: |  |
| <input type="checkbox"/> I have no criminal convictions, bind-over orders or cautions either spent or unspent.  |  |
| <input type="checkbox"/> I have a criminal conviction/bind-over/caution as detailed below   |  |
| Date(s)   |  |
| Nature of conviction(s)   |  |
| Sentence(s)   |  |
|   |  |
| I give my explicit consent to the information given being:<br>a. Held on file/transferred to computerised database.<br>b. Used for the purposes of volunteering for Petworth town council         |  |
| Signed:   |  |
|   |  |
| Date:   |  |

|                                  |   |
|----------------------------------|---|
| <b>OFFICE USE:</b>               | <b>Instructions for staff</b><br>Photocopy and attach to proforma |
| ID/ Drivers licence checked: Y/N |   |
| Location mapped: Y/N             |   |
| Signed:                          | Date:   |