



# NOT JUST A BIKE SHOP

## EARN A BIKE APPLICATION

Our Earn-a-bike course is a 3-hour group, once a week for 4 weeks, where as a student you will be given a bicycle. You will learn how to strip it down, then rebuild it from scratch, learning all the different parts of the bike along the way. On completion of the course, and that full attendance has happened, you will be given that bike to take home as a mode of transport for yourself.

### 1. PERSONAL DETAILS

First Name(s)	
Surname	
Home Address	
Mobile Number	
Home Number	
Email	
Age	
Date of birth	

### 2. SITE (Please circle which site you are available to attend)

**Taunton**

**Bridgwater**

### 3. WHY DO YOU WISH TO COME ON OUR EARN-A-BIKE COURSE?

Please tell us why you would benefit from coming on our course. (Max 500 words)

### 4. RESEARCH AND EVALUATION

Please confirm if you are happy for us to use some of your words with our ongoing learning and evaluation of the course. If we do use any of this information, we will make sure that you are anonymous by removing anything which could make you identifiable.

If you would prefer to keep this information private, please leave the box empty.



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## 5. HEALTH CONDITIONS

Please tell us about any health condition you have that we need to be aware of. This includes invisible disabilities.

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## 6. EMERGENCY CONTACT

Full Name	
Relationship to applicant	
Telephone number	

## 7. AGENCY/ORGANISATION REFERRAL

Full Name and Role	
Agency/Organisation	
Telephone number	
Address	

## 8. PHOTOGRAPHY/FILM – Individual consent form

I consent to On Your Bike (Recycle) Ltd using photographs and/or video recordings of me taken by On Your Bike (Recycle) Ltd or by persons or organisations authorised on behalf of the Charity for the purposes of internally and externally promoting the Charity. These images could be used in any media (existing or later created or made available) including print and digital media formats such as print publications, prospectuses, brochures, websites, e-marketing, posters, banners, advertising, film, social media, teaching, and research purposes.

I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as EU/UK legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of the Charity.



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I agree that:

- I will not be paid a fee in respect of any use made of the photograph(s) and/or video recording(s) but have the opportunity of being involved in promoting the Charity in the manner set out above.
- Copyright in the image(s) and/or video recordings will be retained by the Charity; and
- The Charity shall have the right to edit, modify, crop, add to or subtract from the photographs and/or video recordings at its entire discretion and without my approval.

I have read and understand the conditions and consent to my images and or video recordings being used as described.

Print Name	
Signature	
Date	

I do not want to be included in any images or recordings.

On Your Bike (Recycle) Ltd is committed to processing information in accordance with the General Data Protection Regulation (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes.

### Your rights

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask the Charity to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation.

### Contact details:

If you have any questions relating to this consent form or the way, we are planning to use your information please contact:

General Manager  
On Your Bike (Recycle) Ltd  
The Coach House  
Station Approach  
Taunton  
Somerset  
United Kingdom  
[Taunton@on-your-bike.org](mailto:Taunton@on-your-bike.org)

## 9. BEHAVIOUR DURING THE COURSE.

We ask all students to adhere to the following whilst on the course:

- Please do not attend the course under the influence of drugs or alcohol. This can put yourself or other at harm whilst in the workshop.
- Please do not disclose any information about any criminal convictions you may have. All convictions disclosed are kept confidential between Management and yourselves only.
- Treat everyone with respect and dignity.
- Smoking is restricted to breaktimes, and you will be shown to the designated area.
- CCTV is in operation in both of our premises primarily for ensuring the safety of staff and students. Cameras are situated in public areas only.

If your behaviour is deemed to be threatening, aggressive or a danger to yourself or others, you will be asked to leave the course.



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STRICTLY CONFIDENTIAL

## 10. CRIMINAL RECORD DECLARATION

This form must be completed by **all applicants**. The information disclosed on this form will not be kept with your application form during the application process. This volunteering role does not require a criminal record check (DBS Check) and is not exempt from the Rehabilitation of Offenders Act, so we only require you to disclose criminal convictions that are **NOT** spent.

### Policy statement on recruiting applicants with criminal records

On Your Bike (Recycle) Ltd recognizes the contribution that ex-offenders can make as employees and volunteers and welcomes applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All applications will be considered on an individual basis and an assessment will be made on:

- How serious the offence was.
- How recent the offence was.
- Age at the time of offence
- Number and frequency of offences
- Circumstances surrounding the offence.
- Relevance of the offence to the course and possible participants.

### Advice to applicants:

Please complete this disclosure form as accurately as possible and return in a separate sealed envelope marked "confidential". This should be returned to the General Manager along with your application form.

Prior to confirming an offer of course place, the General Manager will decide the relevance of the conviction in relation to the course being applied for. If you have a Probation Officer assigned to you, we will contact them and send out a risk assessment to deem if the conviction is potentially relevant to the other course participants and staff.

An offer of a course place would only be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the course and would impact detrimentally on the charity, the applicant's ability to carry out the function of the role or would impact detrimentally for the care of existing volunteers, service users or employees.

It is important that applicants understand that failure to disclose all unspent convictions could result in course place termination.

Do you have any unspent convictions? Yes  No

If you have answered yes, you now have **two** options on how to disclose your criminal record.

**Option 1:** Please provide details of your criminal record in the space below including any other information you feel may be relevant such as:

- The nature and circumstances of the offence
- A comment on the sentence received
- Any relevant developments in your situation since then

**Option 2:** You can disclose your record under a separate cover if you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction separately \_\_\_\_\_ (Please mark with an X if appropriate.)

Probation Officer: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at On Your Bike (Recycle) Ltd.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## 1.1. DISCLAIMER

- I understand that On Your Bike (Recycle) Ltd and associated companies ('OYB') will take all reasonable steps to provide a safe environment.
- I accept that the donation of the bike from OYB to myself is conditional on attendance throughout the course.
- I accept and permit OYB to process and securely store this data in accordance with the Data Protection Act 2018 and other relevant legislation.

Signature: (Applicant) \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return via email to:  
[TRACEY@ON-YOUR-BIKE.ORG](mailto:TRACEY@ON-YOUR-BIKE.ORG)  
or return to either store.

### OFFICE USE:

	COMPLETED (tick, date, initial)
Applicants' details entered on EAB's spreadsheet on google docs	
Interviewed and place offered	
Course start date agreed with student	/ /