



On Your Bike (Recycle) Ltd
The Coach House
Station Approach
Taunton
TA1 1QW

On Your Bike (Recycle) Ltd
Trinity Hall
St Saviour's Avenue
Bridgwater
TA6 3NZ

Volunteer Application Form

1. PERSONAL DETAILS

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

2. REASONS FROM BECOMING A VOLUNTEER

Please tell us why you would like to become a community volunteer at OYB. Do you have any skills/qualifications/experience that you could bring to the charity?



3. 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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4. EMERGENCY CONTACT

Full Name	
Relationship to Volunteer	
Telephone number	

5. DRIVERS LICENCE (IF APPLYING FOR A DRIVING ROLE)

Full Name	
Licence Number	
Date Test Past	
Licence Type	

Please could you show your license on application, a copy will be requested.



6. AVAILABLE DAYS (Please circle)

Tuesday Wednesday Thursday Friday

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

Taunton Bridgwater

8. COVID-19

Should you develop any symptoms of Coronavirus you will need to take the correct precautions to self-isolate, please make contact with management and inform them of your symptoms.

OFFICE USE:

	COMPLETED (Tick, date, initial)
Details entered on spreadsheet on google docs	
Interviewed and trail date:	
Start date:	
Which day has been agreed?	
Any H&S arrangements/equipment required:	
Criminal Convictions sheet reviewed	



STRICTLY CONFIDENTIAL

Criminal Record Declaration Form

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.

Policy statement on recruiting applicants with criminal records

On Your Bike (Recycle) Ltd recognise the contribution that ex-offenders can make as employees and volunteers and welcome 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.

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. The information will not be discussed at the interview itself.

Prior to confirming an offer of employment or place as a volunteer, the general manager will decide the relevance of the conviction in relation to the post being applied for. A separate arrangement will be made with you to discuss the conviction in greater detail only if you have been successful at interview and if the conviction is potentially relevant to the post.

An offer of employment 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 post 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 disciplinary proceedings or dismissal.



Surname:		Forename:	
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This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974.

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 circumstances of the offence
- A comment on the sentence received
- Any relevant developments in your situation since then
- Whether or not you feel the conviction has relevance to the post.

Option 2: You can disclose your record under a separate cover provided that 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.)

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: _____