

FOR OFFICE USE Member of staff administering:

Date entered on CRM:

## APPLICATION FOR NIGHT SHELTER VOLUNTEERING



This form is available for completion on-line via our website [www.urbanoutreach.co.uk](http://www.urbanoutreach.co.uk). If need be, you can complete this paper copy. Further paper copies can be posted out upon request.

## Volunteering opportunity

We are working with other agencies who are concerned about people who, for a variety of reasons, find themselves sleeping rough in Bolton. With the help of Bolton Council, Bolton Homeless Alliance is bringing services together to provide a range of support that reduces the risk of harm and supports rough-sleepers into accommodation.

For our part, Urban Outreach aims to open a temporary emergency night shelter through the coldest months of this coming winter (October 2019 – April 2020). This temporary facility will be based at the former Central Baptist Church on Snowden Street, Bolton. BL1 2PU

Our vision is that no-one, whatever their background or circumstances, should have to endure the desperation and indignity of living on the streets of Bolton at any time.

To this end, we need volunteers to help run the emergency night shelter on a rota basis from 28th Oct 2019 to 6th April 2020. You may wish to support this project after this date. However, you only need to complete this form again if any of your personal details or circumstances change.

## Personal details

Title: Mr / Mrs / Miss / Other (*please state*) :

Your Surname:

Your Mobile N<sup>o</sup>:

Your Forename(s):

Your Home Tel. N<sup>o</sup>:

Your Address:

Your Email address:

Your Post code:

Previous Surname(s):

Previous Forename(s):

*(if applicable)**(if applicable)*

How would you like us to keep in touch with you? It's your choice, but it would help us if you could tick all....

post telephone email text 

You can opt out of volunteering and further communication with us at any time through

[www.urbanoutreach.co.uk/contact-us/](http://www.urbanoutreach.co.uk/contact-us/) or by emailing [admin@urbanoutreach.co.uk](mailto:admin@urbanoutreach.co.uk)

Our **Privacy Policy** can be viewed at [www.urbanoutreach.co.uk/privacy/](http://www.urbanoutreach.co.uk/privacy/) or otherwise upon request.

Your next of kin, or who should we contact in an emergency?

Name .....Tel. No (1).....

Address .....Tel. No (2).....

.....Post code.....

Relationship to you.....

## Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974 you are required to give details of convictions which are not legally spent. A conviction will not necessarily be a bar to volunteering with us, but failure to disclose any criminal conviction will disqualify you from continuing to volunteer with us, *(please tick)*:

a) **Do you have a criminal conviction which is not legally spent?** Yes  No

This particular volunteering opportunity involves direct contact with highly vulnerable adults. Consequently you are required to advise us of all 'unprotected' cautions and convictions even if spent. Volunteering for this role will also need to have Enhanced Disclosure and Barring Service (DBS) clearance. You may wish to seek appropriate advice before you answer the following questions.

b) **Have you ever been convicted, cautioned or bound over in connection with a criminal offence, other than for a motoring offence not resulting in disqualification?** Yes  No

c) **Has any action ever been taken against you by the police or a local authority in regard to a child under 18 years of age or a vulnerable adult?** Yes  No

d) **Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any military service disciplinary proceedings?** Yes  No

If your answer is 'Yes' to any of the above questions, please provide details:

.....  
.....  
.....  
.....  
.....

If you are unsure as to whether this section applies to you or this volunteering position, you should state above: "TO BE DISCUSSED".

## Equality Act 2010

Do we need to make any special arrangements in order for you to volunteer with us?

Yes  No  If YES, please give details:

.....  
.....  
.....  
.....  
.....

You may be asked to complete a **Medical Questionnaire** before commencing volunteering with us.

## Relationships

Are you related to any member of staff or anyone in a position of authority at Bolton Council, Urban Outreach, Bolton Council of Mosques or Homeless Aid UK? These are current member organisations of Bolton Homeless Alliance. *(please tick)*

Yes  No  If YES, please give details:

.....  
.....  
.....  
.....  
.....

## Data Protection Act (1998)

By completing this form and otherwise supplying information to Urban Outreach Bolton, you agree that we may obtain, retain and process personal data supplied by you or relating to your engagement as a volunteer including DBS vetting, training, attendance, and as required or permitted by statute or regulation and generally as necessary under the volunteering relationship and legitimate activities.

## Your availability

Without commitment at this stage, it would be helpful if you could indicate when you might be available to volunteer for the night shelter. It would be helpful if you could tick as many as you feel able. Don't worry - we won't allocate any more shifts to you than you wish to do. It just helps with our planning to know.

Shift Options	Available?
<b>evening shifts</b> (8.00pm – 11.15pm) - responsible for welcoming and chatting to guests, serving drinks and snacks, and helping to facilitate showers and clean clothing.	Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly <input type="checkbox"/>
<b>night shifts</b> (10.45pm – 7.00am) - need to keep awake to keep an eye on guests to ensure their comfort and safety throughout the night.	Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly <input type="checkbox"/>
<b>morning shifts</b> (6.45am – 8.30am) - responsible for preparing and serving breakfast and for tidying up the shelter for the following night.	Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly <input type="checkbox"/>

Please **circle** as many days of the week that you might be available to volunteer:

Monday Morning	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday Morning	Saturday Morning	Sunday Morning
Monday Evening	Tuesday Evening	Wednesday Evening	Thursday Evening	Friday Evening	Saturday Evening	Sunday Evening
Monday Night	Tuesday Night	Wednesday Night	Thursday Night	Friday Night	Saturday Night	Sunday Night

## Declaration

**I declare that to the best of my knowledge and belief, all statements contained in this application are correct. I understand that all our night shelter volunteers must conduct themselves in accordance with our Night Shelter Volunteer Handbook which I will read and familiarise myself with.**

Your signature:

Date:

## Returning your completed application

If you already have a **DBS certificate**, we will need to see that. If not, we will ask you to complete a DBS Request Form which we will let you have in due course.

Please place your completed form in an envelope marked '*Private and Confidential*' and deliver by post or by hand to:

The Office Administrator, Urban Outreach, Environ House, Salop Street, Bolton. BL2 1DZ

## What happens next

Once we have reviewed your application we will get back in touch with you. If there are suitable vacancies on the Night Shelter rota at the present time we will get back to you about it. If there are no suitable vacancies at present, we will keep your details on file, and may get back to you at a later date.