**Enquiry Form** 

**Step 1**

**Personal Details**

|  |  |
| --- | --- |
| Forename: | Surname: |
| Address: | |
| Postcode: | Date of Birth: |
| Contact Telephone Number: | Email Address: |
| **Step 2**  **Role** (please indicate which type of work you would like to volunteer for)   |  |  |  |  | | --- | --- | --- | --- | | Food Preparation |  | Administration / Office Support |  | | Food Server |  | IT |  | | Welfare |  | Finance |  | | Allotment |  | HR / Training |  | | Van Driver |  | Events |  | | Warehouse |  | Marketing / Social Media |  | | |

**Step 3**

**Role Availability** (please indicate which days you could be available for)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

**Step 4**

**Why do you want to volunteer at The Peoples Kitchen?**

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| --- |
|  |

**Step 5**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employment Status** | | | | | |
| Employed |  | Self Employed |  | Retired |  |
| Unemployed |  | Student |  | Unable to work |  |

|  |
| --- |
| **Please provide details of your current and/or previous employment** |
|  |

**Step 6** (Please do not use a spouse/partner or family members as referees)

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| --- |
| **Referee 1** |
| **Name** |
| **How do you know this person?** |
| **Address** |
| **Email Address** |
| **Telephone** |

|  |
| --- |
| **Referee 2** |
| **Name** |
| **How do you know this person?** |
| **Address** |
| **Email Address** |
| **Telephone** |

**Step 7**

**Disclosure of Criminal Records Agreement**

Because of the nature of the role for which you are enquiring, all roles within The People’s Kitchen are exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as you will be working with people from vulnerable groups.

**Disclosure of Criminal Records Agreement**

As you may come into contact with vulnerable people it will be necessary for us to carry out an basic disclosure check through the Disclosure & Barring Service (DBS). Are you in agreement with this?

I agree

**Declaration of Criminal Convictions, Cautions, Reprimands or Final Warnings**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected', are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>.

Unless you fulfil the criteria from the filtering guidance, you are not entitled to withhold information about convictions, cautions, reprimands or final warnings which for other purposes are “spent” under the provisions of the act and these should be declared. Any failure to disclose such convictions could result in termination of your volunteer agreement with The People’s Kitchen.

**Declaration of Criminal Convictions\***

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

No

Yes

**Data Protection Statement**

The information provided on this form will be used by The People’s Kitchen for recruitment, monitoring and will become part of your personal records which will be used to plan and record your involvement as a volunteer. Your personal details will be treated as confidential and kept for no longer than necessary in accordance with the recruitment process and Data Protection policy. By submitting this enquiry form you consent to The People's Kitchen processing your personal information for the purposes stated.

**Declaration**

I confirm that the information I have given on this form is correct and complete, and that any misleading statements I make may be sufficient to cancel any agreements made by The People’s Kitchen. Because of the sensitive nature of the duties the volunteer will be expected to undertake, I also understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability as a volunteer

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**Post to us at:** The People’s Kitchen Ltd, Alison Centre, 56 Bath Lane, Newcastle upon Tyne, NE4 5SQ

**Email us at:**: [recruitment@peopleskitchen.co.uk](mailto:recruitment@peopleskitchen.co.uk)