

VOLUNTEERS ANNUAL UPDATE



Please complete all sections of this form in BLOCK CAPITALS using BLACK PEN. If you require more space for any of your answers to the questions on this form, please use a blank sheet of paper with your name at the top.

Confidentiality: Access to this form is restricted to designated SU Volunteer Unit Staff, Person(s) in overall charge of any event or activity in which you are involved and SU Regional Staff for School Groups.

Data Protection: Please note that this form will be securely retained by SU Scotland in accordance with Data Protection legislation.

Information: Please use this form if you were a Registered Volunteer with SU Scotland during 2007. In completing this application process (which may include a Disclosure check) you will be covered as a Registered Volunteer with SU Scotland until **December 2008**.

OFFICE USE ONLY

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Date rec'd

Act'd by

Event Code

Status

TMHB DR/MB CC

Personal Details

Title (Mr, Mrs, Miss, Rev, Dr, other)

Surname

Usual Christian name

Home Address

Post Code Telephone

Daytime/Mobile Telephone
(only complete this if it is appropriate for us to contact you on this number.)

Email Address

Term Time Address (If different from home address) Address.....

..... Post code

Use this address between (dates) and

Date of Birth Marital Status

Present Job/Occupation

If a teacher, state school; if a pupil, state current year at school; if a student, state college or university and course with year.

Local Church attended

Minister/Leader

Emergency Contact/Next of Kin

Relationship to you

Work/home/mobile

DISCLOSURE

1. Have you been charged with, or convicted of any criminal offence (excluding minor traffic offences), or do you have cases pending? Yes No

2. Are you listed on the Disqualified from Working with Children List, List 99 or subject to a Disqualification Order within the meaning of the Criminal Justice and Court Service Act 2000? Yes No

If you have ticked 'yes' to either of these, we will send a declaration form to be completed and returned in a separate envelope marked 'CONFIDENTIAL' to the Volunteers Manager.

(NB:Working on a Scripture Union Scotland team with children and young people means that the provisions of the Rehabilitation of Offenders Act 1974 do not apply. Consequently you are not entitled to withhold information on a criminal conviction on the grounds that it is 'spent' or forgotten under the provisions of the above Act.)

This post requires you hold a satisfactory Disclosure certificate initiated by SU Scotland relating to criminal offences under the provisions of the Protection of Children in Scotland Act 2003. It is SU policy to carry out regular checks on all our volunteers so you may be asked to complete another Disclosure form this year.

HEALTH

Are you on any medication that causes sedation or could affect you in any other way? Yes No If Yes, please give details

Do you have any physical illness/disability that could adversely affect your work with children and/or your work as part of a team? Yes No If Yes, please give details

Do you have any mental health problems that could adversely affect your work with children and/or your work as part of a team? Yes No If Yes, please give details

Do you have any allergies or need a special diet? Yes No If Yes, please give details

PLACEMENT

Tell us about each context in which you want to volunteer

Holidays,Weekends & Missions
Location Dates

School Group
School Name
Location Dates

Other
Location Dates

Have you been invited by the leader of the event/group to help? Yes No

I plan to use my vehicle as part of my involvement in this SU Scotland Activity. Yes No

PLACEMENT Cont.

I would like to volunteer as:

- Team Member
- Trainee Leader
- Chief Cook
- Assistant Cook
- General Helper
- Other

EXPERIENCE

In the following areas, please indicate any experience you have had and in what context.

- Leading games? Yes No
- Leading crafts? Yes No
- Leading Small Group Bible Study? Yes No
- Leading Worship? Yes No
- Do you play a musical instrument? Yes No (please specify instrument and experience)
- Other Skills (please specify)

Qualifications

(Where appropriate)

- Qualifications in outdoor pursuits
- Archery qualification Date passed Expiry date
- Bronze medallion/pool lifeguard qualification Date passed Expiry date
- Elementary food hygiene course Date passed Expiry date
- First Aid Certificates Date passed Expiry date
- Mountain Biking qualification Date passed Expiry date
- Minibus Driving - D1 Mark on your licence? Yes No Experience?(Please specify)

UPDATE

Are there any other changes to your circumstances that you think we should know about?

REFEREE

Please give a reference form to your minister/church leader.

Please note that your referee must not be a relative or spouse, be volunteering on the same event or activity as you, be a member of SU Scotland staff and must have known you for at least 6 months. *If your minister is a relative or on the same team then someone else in Church leadership who knows you well is acceptable as a referee.*

Title (Mr, Mrs, Miss, Rev, Dr, other) Name

Address

Post Code

Tel Role in Church

DECLARATIONS

1. I declare my personal faith in Jesus Christ as my Saviour and Lord. I believe the Bible to be fully trustworthy and my highest authority for faith and life. (A full copy of the SU basis of faith is available on request.)
2. As a volunteer with SU Scotland, I am prepared to give myself wholeheartedly to the work with children and young people. I will accept the Team Leader's authority and will assist him/her as required in the course of my duties.
3. I understand that most volunteer positions require an Enhanced Disclosure from Disclosure Scotland.
4. I confirm that, to the best of my knowledge, the information given in this application is true.

Signed

(This form is only valid with your signature)

Date

Parental Consent (under 18's only) I consent to my son/daughter taking part in SU events as a trainee leader.

Signed

Date

Please complete all sections and return the form to:

Volunteers Administrator, Scripture Union Scotland, 70 Milton Street, Glasgow, G4 0HR

For further information on any matter relating to this form please contact the Volunteers Manager. Email: volunteers@suscotland.org.uk or Tel: 0141352 7609