



Icknield Centre, Icknield Way  
Letchworth, Herts SG6 1EF  
Telephone: (01462) 485534  
**Registered Charity No. 1050948**

## **VOLUNTEER APPLICATION**

Thank you for your interest in becoming a volunteer for Leisure Direct. Leisure Direct is a charity that arranges activities for adults with a learning disability. We value the help our volunteers give – help such as being responsible for a small group during an activity, offering an activity, admin work and fundraising including grant applications.

Attached is an application and monitoring form and a copy of the volunteer roles & responsibilities.

Please return your completed forms to the address at the top. We will contact you on receipt to arrange an appointment for us to meet.

### **CRIMINAL RECORDS INFORMATION**

The following information is given to you in accordance with the Police Act 1997 and the requirements of the Disclosure & Barring Service (DBS).

As Leisure Direct meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, if you are offered a volunteering role, you will be subject to a criminal record check 'Disclosure' from the DBS before the role is agreed. This will be an Enhanced Disclosure.

The **Enhanced Disclosure** contains details and dates of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer. The Enhanced Disclosure also contains non-conviction information from local police records if it is thought to be relevant to the position being applied for.

Further information on disclosure is available from <https://www.gov.uk/disclosure-barring-service-check/overview> In addition, there is a Government Code of Practice available on the disclosure of Criminal Records. If you wish to see a copy, please call me on the above contact number.

At your interview you will be required to disclose any criminal record you have. Please note that Leisure Direct welcomes employees and volunteers with a variety of backgrounds. Criminal records will be reviewed and only taken into account for recruitment purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a volunteer role with us.

If you have a disability and would like the opportunity to discuss the role, or if you require an application pack with bigger typeface, or have any other suggestions as to how we may assist you in your application, please do not hesitate to contact us.

We look forward to hearing from you – Claire Smith

**PRIVATE AND CONFIDENTIAL**

**LEISURE DIRECT**  
**VOLUNTEER APPLICATION FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Telephone/mobile number \_\_\_\_\_

What appeals to you about becoming a volunteer with Leisure Direct?

Would you like to:            Help on Activities        Offer an Activity\*      
Please tick all boxes that apply  
   Help with Admin            Help Fundraise       

\*If you would like to offer an activity, please state your area of expertise

\_\_\_\_\_  
\_\_\_\_\_

What experience or skills might you have to offer?

\_\_\_\_\_  
\_\_\_\_\_

How much time could you commit on a regular basis? \_\_\_\_\_

Any particular days/times? \_\_\_\_\_

Do you hold a current driving licence? \_\_\_\_\_

Do you have use of a car? \_\_\_\_\_

Do you currently have any disabilities or health problems? \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please give the names, addresses and telephone numbers of two people (not relatives) whom we may contact for a reference.

1. From: An employer, employee, voluntary organisation, social worker

2. This may be a friend

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

**DISCLOSURE & BARRING SERVICE CHECK**

The Rehabilitation of Offenders Act allows Leisure Direct to ask about the criminal background of people applying for a volunteer role, because the work is with people with a learning disability. It is a condition of your volunteering with us that you agree to us seeking an enhanced disclosure & barring check from the DBS.

Please list below details of spent and unspent convictions, cautions, reprimands and final warnings and any other police enquiries and pending prosecutions. If you have nothing to disclose, please write "Nothing to Disclose". It is a criminal offence to apply for this role if you are on the Adults Barred List.

DATE	PLACE	OFFENCE	SENTENCE

**I CONFIRM THAT THE INFORMATION IS CORRECT AND THAT I AM OVER 18 YEARS OF AGE.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return this form in an envelope marked Private and Confidential to:  
Claire Smith, Leisure Direct  
Icknield Centre,  
Icknield Way,  
Letchworth, Herts, SG6 1EF  
01462 485534

## Leisure Direct Monitoring Form

**NAME:**

<b>Age</b>	
Under 18	
18-24	
25-34	
35-44	
45-54	
55-64	
65-74	
75-84	
85-89	
90+	
Not known	
Rather not say	

<b>Gender</b>	
Male	
Female	
Transgender	
Not known	
Rather not say	

<b>Sexual Orientation</b>	
Heterosexual	
Gay Man	
Gay Woman	
Bisexual	
Not known	
Rather not say	

<b>Resident of</b>	
Broxbourne	
Dacorum	
East Herts	
Hertsmere	
North Herts	
St Albans	
Stevenage	
Three Rivers	
Watford	
Welwyn Hatfield	
Not known	

<b>Ethnic Group</b>	
White British	
White Irish	
White Polish	
White Italian	
Any other White	
Bangladeshi	
Indian	
Pakistani	
Any other Asian	
African	
Caribbean	
Any other Black	
White and Asian	
White and Black African	
White and Black Caribbean	
Any other Mixed	
Chinese	
Traveller/Gypsy	
Any other ethnic group (please state)	
Not known	
Rather not say	

<b>Religion/Belief</b>	
Christian	
Jewish	
Hindu	
Muslim	
Buddhist	
Sikh	
Other (please state):	
No religion or belief	
Not known	
Rather not say	

<b>Do you have a disability?</b>	
Yes	
No	