

# Koestler Trust **Volunteering** arts by offenders ■ ■ ■ *at the Koestler Art Centre*

Thank you for your interest in volunteering with the Trust. As the work may involve working alongside vulnerable adults and dealing with confidential information we require all potential volunteers to provide us with some specific information as outlined below.

Applicant's Details	
Name	
Address	
Phone Number	
Email Address	

Referees
<p>Please give the full name and address of two referees who can comment on your skills and abilities for this position. If you are or have been employed, please ensure that one of them is your current or past employer, if you are an ex-offender please ensure that one of them is your probation officer or an equivalent professional e.g. key worker. In any case referee must be someone who has known you in a professional capacity e.g. lecturer, doctor etc – family members are not acceptable. References will be taken up as soon as possible and selection will depend upon receipt of satisfactory references.</p>

Referee 1	
Name	
Address	
Phone Number	
Email	
How do they know you?	

<b>Referee 2</b>	
Name	
Address	
Phone Number	
Email	
How do they know you?	

<b>Criminal convictions self declaration form</b>
<p>We welcome applications from ex-offenders. However, since the role will require working with vulnerable adults some serious offences and/or any sentence completed less than one year ago may preclude you from becoming a volunteer.</p> <p>This volunteering role is exempt from the provision of the Rehabilitation of Offenders Act 1994. It is a condition of volunteering with us that all convictions (served, pending, spent and unspent) and cautions are disclosed. Applicants with any convictions, cautions or pending court cases should provide details below. If this is not applicable to you please write "I have no convictions, cautions or pending court cases". Failure to disclose such information could result in the termination of your volunteering with us.</p>
<p>Have you ever been convicted of an offence in any criminal proceedings in any court in any country? (for motoring offences, please answer 'yes' only if it resulted in disqualification)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been found guilty of violent, cruel, indecent or dishonest behaviour in any service disciplinary proceedings?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you have answered 'yes' to any of these questions please give full details, continuing on a separate sheet if necessary.</p>

<b>Declaration</b>	
<p>I certify that the information on this form is accurate and complete to the best of my knowledge. I understand that the Trust may decline my application without giving reason, and that if it is subsequently discovered that any statement is false or misleading, my volunteering may be terminated without notice. I understand that I will be subject to Criminal Records Bureau Checks</p>	
Signature	Date