

**VOLUNTEER APPLICATION FORM**

Thank you for your interest in volunteering for Chichester Cathedral Friends. Chichester Cathedral Friends is a charity which supports the mission, music and art of Chichester Cathedral through the giving of grants and organizing events.

Chichester Cathedral is a living, working building which has been at the centre of life in Chichester for almost a thousand years. We continue to welcome visitors who may be worshippers, seekers, tourists, people of all faiths and none. We really value the enormous contribution that our volunteers make in ensuring that we can deliver the Cathedral’s Mission which is that “through imaginative worship, inspiring music and art, engaging teaching and generous hospitality, we will be a place of transformation where our human experience finds its meaning in the unconditional love and compassion of God.”

However, we are required to ensure that we do have a robust process in place for recruiting our volunteers, and this is a simple two-step process:

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| **Step 1:** | completing this application form and providing referee details; |
| **Step 2:** | attending an informal meeting, which is an opportunity for us to find out what you would like to do, what you wouldn’t like to do and an opportunity for you to ask any questions about volunteering or the specific roles. |

We do hope that you will understand that, as the custodians for the future of our cathedral, we have a responsibility to ensure that we recruit appropriate people to volunteer and that you won’t be discouraged by our process.

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| **Volunteer role:** |  |

**Please note:** if you are not applying for a specific role but would just like to apply for any suitable role, please leave this section blank. **Please complete all other sections.**

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| **Where did you hear about volunteering at Chichester Cathedral?** |  |

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| **Your contact details:** | |
| **Name inc title:** |  |
| **Address:** |  |
| **Mobile:** |  |
| **Landline:** |  |
| **Email address:\*\*** |  |
| **Date of birth:** |  |

**\*\*** E-mail is our preferred method of communication with volunteers.

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| **Your referee details:**  Please indicate two people who can provide references and the capacity in which they are known to you. | |
| **Referee Name** | **Referee email address and telephone number** |
| **1.** |  |
| **2.** |  |

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| **Your health:**  **Please note:** health or disability issues are not necessarily a barrier to your volunteering with us but will enable us to offer you an appropriate volunteering opportunity and to provide you with any support if appropriate. | | | | | | | |
| Do you consider that you have a disability or any health issues relevant to your application?? | | | **YES** |  | **NO** | |  |
| Is there anything that we need to know in order to provide you with appropriate support? | | | **YES** |  | **NO** | |  |
| If **YES** please provide details: | |  | | | | | |
| **Your previous experience:**  Please list any volunteer or paid experience over the last 10 years – if you haven’t worked or volunteered, please leave this section blank. This enables us to better understand what other organisations our volunteers work for. | | | | | | | |
| **Dates**  [month & years] | **Organisation** | **Role**  [and brief outline of duties] | | | | **Employed or volunteer?** | |
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| **Please outline your skills, hobbies and interests** | | | |
|  | | | |
| **Please explain briefly what attracts you to volunteering at Chichester Cathedral?**  This enables us to better understand what attracts our volunteers to working with us. | | | |
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| **Your Volunteering commitment**  Please confirm the days and times that you are able and willing to commit to volunteering. | | |
| **Days** | **Times** | **Comment** |
| **Sunday** |  |  |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Saturday** |  |  |
| **What are the total number of hours that you could commit?** | | \_\_\_ hours per week/two weeks |

**NB we can discuss this in more detail at your informal interview.**

**Criminal Records** (Rehabilitation of Offenders Act 1974)

We are required to ask you about any unspent convictions as part of our duty of care to other volunteers, our staff, members of the Cathedral Community, visitors to our Cathedral and others. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. Some roles will also require full criminal record checks.

If you do have any unspent convictions please include details in a sealed envelope. If you would like to discuss any convictions you may have, please contact the HR Manager at: [val.timlin@chichestercathedral.org.uk](mailto:val.timlin@chichestercathedral.org.uk)

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| **Declaration**  I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role as a volunteer.  I understand that any offer of appointment to a volunteering role is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the volunteer role description.  I understand that if I am appointed to a volunteering role there will be a settling in period and that I will be expected to complete a volunteer induction programme and undertake relevant safeguarding training. | | | |
| I confirm that the information above is correct, to the best of my knowledge. | | | |
| **Your signature:** |  | **Date:** |  |

Please return completed form to:

Carolyn Atkinson, Volunteer and HR Co-ordinator

E: [carolyn.atkinson@chichestercathedral.org.uk](mailto:carolyn.atkinson@chichestercathedral.org.uk)

The Royal Chantry

Cathedral Cloisters

Chichester

West Sussex

PO19 1PX