**Mentoring Service**

**Volunteer Application Form**

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| Name: |
| Address:Postcode: |
| Telephone (most likely to be able to contact you on): |
| Email: |
| How did you hear about this opportunity? |
| Which area would you like to volunteer in?Edinburgh Glasgow The Lothians  |
| Have you ever been in care or experienced homelessness?  |
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| Why would you like to be a volunteer mentor with Move On?  |
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| Please tell us about the skills and experience you have which you feel are relevant to being a mentor. |
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**REFERENCES**

Move On is an organisation that works with young people and we are bound by child protection guidelines to maintain the health and safety of these young people at all times. As such need to ensure that we are not placing our mentees in a situation where they might be deemed to be at risk.

We would therefore ask you to supply us with names of **two referees** we can contact for an informal reference who can comment on your ability and suitability to become a mentor.

References will be asked for in writing, but we also reserve the right to seek verbal reports from them where appropriate. **Relatives are unacceptable but we will accept references from friends.**

|  |  |
| --- | --- |
| Name: | Name: |
| Address:Postcode: | Address:Postcode: |
| Email: | Email: |
| Occupation: | Occupation: |
| Relationship to you: | Relationship to you: |

**CRIMINAL RECORD CHECK**

All volunteers will be asked to complete an enhanced criminal record check from Disclosure Scotland before volunteering can start. This will include details of convictions, cautions, reprimands or final warnings.

After interview you will be asked to fill in a disclosure form which will inform us of any police investigations/actions against you. There will be plenty of opportunity to discuss the disclosure procedure in confidence with us.Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the nature and the circumstances of the offences.

**DATA PROTECTION**

**Move On Privacy Notice**

We respect your privacy.  The data we gather and hold is managed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (GDPR).  We will not disclose or share personal information supplied by you with any third party organisation without your consent.  Any data held on you will be used only for the purpose it was requested.  Your personal data will be stored for 6 years after you cease volunteering with us, unless you request otherwise or there is a legal obligation to do so.

Move On records personal information including addresses, phone numbers, date of birth and availability.  We also keep a record of your work with us in a paper file and on computer.  Such information may be shared between staff members for work reasons, but will not be given to anyone outside Move On without explicit consent from you (the only exception to this would be as part of a criminal investigation or if requested by Disclosure Scotland to research a PVG registration application).

It also forms part of a process for ensuring that you are not a risk to the safety and wellbeing of anyone involved with the service.  Any concerns we might have will be discussed openly with you.

Data you have supplied will be held in a safe, secure, location with access only to those with permission.  You are entitled to request a copy of all the data stored about you, and we will respond to the request within 1 month.  You are also entitled to request that any errors are corrected and for data to be deleted.  These requests can be made by e-mail, phone, text, letter or verbally to a member of Move On’s staff.

**Sharing personal data**

|  |  |  |  |
| --- | --- | --- | --- |
| I give my permission for Move On to share essential information with other relevant agencies and professional staff:   |

|  |  |
| --- | --- |
| Agree | Disagree |

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**Other services**

We would like to send you information about services and events that might be of interest to you, by post, phone, e-mail and text.  If you agree to being contacted, please tick the relevant boxes:

|  |  |  |  |
| --- | --- | --- | --- |
| Post  | Phone   | E-mail  | Text  |

Please note that you can contact us at any time to remove any of these permissions.

**Declaration**

I confirm that the information I have given is correct and complete to the best of my knowledge and that any false statements or omissions may make me ineligible for a service.

I understand and agree that data contained in the registration form will be used for registration purposes and may be held in confidence in paper files or on a computer.  I agree to Move On holding the information in this form.

I confirm that I am not disqualified from working with children.

I understand that an enhanced criminal record check will be sought.

Signed:

Print name:

Date:

Please return this application to:

**GLASGOW**

rebecca@moveon.org.uk

Move On

4th floor, 24 St Enoch Square, G1 4DB

**EDINBURGH**

stephen@moveon.org.uk

Move On

(2fl) 25 Greenside Place, EH1 3AA