

# Volunteer Application Form

All information will be treated in the strictest confidence



Supporting a positive future  
for prisoners and their families

Please note that you must be over 18 years of age to volunteer at Nepacs. It is mandatory that you undertake an enhanced Disclosure & Barring Service (DBS) check and Prison Security Vetting. This process requires you to produce photographic ID. If you do not have a passport, driving licence or birth certificate we will contact you to make sure you have enough ID documents to complete the security checks.

I am over the age of 18	YES	NO
I hold a valid UK passport (with at least six months remaining before expiry)	YES	NO
I hold a valid UK driving licence (photo card and paper) or Birth Certificate	YES	NO
I already have an enhanced DBS Certificate issued in the last 12 months	YES	NO

Preferred method of contact? Email / By post

How did you hear about our volunteering opportunities?

From time to time we may email you with updates on our activities. Please tick this box if you would prefer not to receive these.

## Personal Details

**Title:** (Mr/Mrs/Miss) \_\_\_\_\_ **Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_ **NI No:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Maiden Name (if applicable)** \_\_\_\_\_

## Contact in Case of Emergency

**Name:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

## References

Please provide us with contact details of **two** referees who you have known professionally for a period of at least 12 months, they cannot be a friend or relative. We will ask them to confirm if they know of any issues in regards to you volunteering with the families of prisoners, children and prisoners.

Referee 1	Referee 2
<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Post Code</b>	<b>Post Code</b>
<b>Email</b>	<b>Email</b>
<b>Telephone No:</b>	<b>Telephone No:</b>
<b>Relationship to you</b>	<b>Relationship to you</b>

## Your Availability

Please indicate your availability below. Please see our 'Areas of Need' to check what days and times we need volunteers.

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
am	pm	eve	am	pm	eve	am	pm	eve	am	pm	eve	am	pm	eve	am	pm	eve	am	pm	eve
		X									X						X			X

Weekly	Fortnightly	Monthly

Term Time Only	All Year Round

**What are you doing at the moment? (For example student, employed, retired etc)**

## Your Interests

Please let us know which roles/location you are interested in by ticking in the white boxes below. Greyed out boxes indicate projects or timeslots that are not currently available. You can find further information about Nepacs and the projects we run by visiting our website:

[www.nepacs.co.uk](http://www.nepacs.co.uk)

Roles at prison locations	Heading Home	Family Support	Play Area	Visitor's Centre	Tea Bar	Youth Project
HMP Northumberland (Nr Morpeth)						
HMP Durham (Durham City)						
HMP & YOI Low Newton (Durham)						
HMP Frankland (Durham)						
HMP Holme House (Stockton)						
HMP Kirklevington Grange (Nr Yarm)						
HMYOI Deerbolt (Barnard Castle)						

Roles at other locations	
Family and Parenting Volunteer (Various)	

Courts project (Durham)	
Courts project (Teesside)	
Courts project (Newcastle)	

Promotions and Marketing Volunteer (Head Office)

Digital Social Media (Head Office)

Market Research (Head Office)

Admin Insert location below:	
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**Tell us why you have chosen to volunteer for Nepacs and what you hope to gain from your volunteering.**

## Your Skills

Please provide details of any other skills, interests or experience you have: **Please tick ✓**

IT/Web Design		Administration		Committee Work		Play Work	
Marketing/PR		Research		Fund Raising		Youth Work	
First Aid		Statistical Analysis		Local Events			
Catering		Languages		Counselling			

### **Other (please provide further details):**

Do you speak any other languages?

**YES**

**NO**

**If yes, please state:**

## Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

Because of the nature of the work for which you are applying, you must declare any previous convictions. Applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any information given will be completely confidential.

Have you ever had any convictions (*please delete as appropriate*)?

Yes / No

**If Yes, we will call you to discuss this to check if this will have an impact on your volunteering**

Are you a friend or relative of someone who is imprisoned?

Yes / No

(*please delete as appropriate*)

## Declaration

In accordance with the 1988 Data Protection Act, I agree that Nepacs may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained in this form can be stored on both manual and computer files. It will be held securely and only accessed by authorised personnel.

Nepacs may use images taken from group events to update its literature and website. Please contact [volunteering@nepacs.co.uk](mailto:volunteering@nepacs.co.uk) if you would prefer Nepacs does not publish any images which include you.

I confirm that the information on this form is correct. I understand that some of the tasks involved in my role with Nepacs may be of a sensitive nature and I agree to maintain confidentiality at all times.

Signed..... Date.....

If you have any difficulties completing this application form, please phone us on 0191 375 7278 or email [volunteering@nepacs.co.uk](mailto:volunteering@nepacs.co.uk). If you would like to find out more about Nepacs, log onto our website [www.nepacs.co.uk](http://www.nepacs.co.uk) or give us a call.

**Please return this completed form to: Volunteer Coordinator, Nepacs,  
20 Old Elvet, Durham, DH1 3HW or email to: [volunteering@nepacs.co.uk](mailto:volunteering@nepacs.co.uk)  
(Please note, if posting in an large A4 envelope, a 'Large Letter' value stamp will be required)**

## Equal Opportunities Monitoring and Support

You do not have to complete this section although it will help us to monitor recruitment. The information provided here is retained by personnel and is not used in the selection process.

If you require any further information or assistance in completing this form, please contact at Nepacs Head Office (Tel: 0191 3757278).

### **Personal Details** (please circle where applicable)

<b><u>Gender</u></b> Female    Male    Other    Prefer Not To Say	<b><u>Sexuality</u></b> Heterosexual    Homosexual    Bisexual    Other    Prefer Not To Say
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### **Ethnicity Monitoring** (please tick the box that best describes your ethnic origin)

Asian or Asian British	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White other	<input type="checkbox"/>

Other \_\_\_\_\_

### **Religion** (Please State)

\_\_\_\_\_

### **Age** (please tick the box)

18-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-44	<input type="checkbox"/>
45-54	<input type="checkbox"/>	55-64	<input type="checkbox"/>	65-74	<input type="checkbox"/>
75+	<input type="checkbox"/>	Prefer Not To Say	<input type="checkbox"/>		<input type="checkbox"/>

### **Disability Monitoring**

The Disability Discrimination Act 1995 defines a disability as 'a person with a physical or mental impairment which has a substantial effect on day-to-day activities'.

Do you consider yourself to have a disability under the terms of the Disability Discrimination Act? <b>YES/NO</b>
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Please give details of any special facilities or practical arrangements we can make to help you in volunteering for Nepacs.....

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The information provided will help us to ensure that your individual needs are considered during the recruitment process, and if successful, during employment.

**Thank you for completing this form**