



CONFIDENTIAL  
**APPLICATION**  
**VOLUNTEER**

*L'Arche strives to be an equal opportunity employer*

Completed forms should be emailed to [reception.inverness@larche.org.uk](mailto:reception.inverness@larche.org.uk) or sent to the Community address below.

**L'Arche Highland, 13 Drummond Crescent, Inverness, IV2 4QR**

**If you need to give further information to any of the questions please continue on a separate piece of paper**

**A PERSONAL DETAILS** - Please PRINT in BLOCK CAPITALS for this boxed section

First Name(s) .....		Surname .....	
Present Address .....			
.....			
Post Code .....		Email .....	
Telephone - including full local code (daytime) .....			
.....(evening) .....			
Date of Birth ...../...../.....		Sex: FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>	
Driving Licence No .....		Number of years' driving experience .....	
Nationality .....		Religious tradition (if any) .....	

## **B DISCLOSURE OF CRIMINAL BACKGROUND**

### **For Scotland:**

*Because L'Arche Communities involve assistants spending substantial time with vulnerable people, you must declare on this application form any unspent convictions/cautions, and the sentence you received. Spent convictions must also be disclosed on this application form **only** if the offence appears on the 'Offences Which Must Always Be Disclosed' list issued by Disclosure Scotland. Please consider this list before disclosing any spent convictions. At this stage, a spent conviction for an offence that does not appear on that list **should not be disclosed**. Should a conviction not on this list be disclosed unnecessarily at this stage, it will not play a role in our recruitment decision and we will not record the conviction in our files. Should a criminal records disclosure reveal you have a spent conviction which appears on the separate 'Offences Which Are To Be Disclosed Subject To Rules' list issued by Disclosure Scotland, it may be taken into consideration by us at a later stage, however, you should not disclose it on this application form.*

*For further information, you should refer to the Disclosure Scotland website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)*

*Successful applicants will be asked to undergo a check through the relevant Disclosure authority.*

*In line with L'Arche's Equal Opportunities Policy, L'Arche does not discriminate against job applicants on the grounds of their criminal record unless it is relevant to their suitability to work with people who are at risk of harm. L'Arche uses information about criminal convictions solely to assess suitability for employment.*

*Any offer of employment is subject to a Disclosure Scotland check and any job offer may be withdrawn or employment terminated if L'Arche believes information about criminal convictions renders the individual unsuitable for work with adults at risk of harm; and likewise if the PVG Vetting and Barring authority withdraws your registration.*

**Do you possess, or have you ever possessed, any convictions requiring declaration at this stage to a Scottish Social Care employer such as L'Arche for criminal offences, including any conditional discharges, admonitions, bindovers or cautions?**

YES  NO

***If 'YES', please give full details on a separate sheet, clearly marked with your name and the date of this application, and signed.***

*Note also that many roles in L'Arche in Scotland are also subject to the post-holder satisfying the ongoing requirements for personal registration with the SSSC. Also that all post-holders of roles involving direct support or leadership are required to abide by the SSSC code of conduct for Social Service workers.*



## D REFEREES

Please give details of three referees whom we may contact in connection with your application. At least one referee, and if possible all three, should have known you for more than 3 years. **They should not be members of your family.** Please PRINT in BLOCK CAPITALS for this section.

### 1 This person must have known you for more than 3 years

Title, Initial(s) & Surname .....

Address .....

..... Postcode .....

Telephone No. .... email .....

How many years has this person known you? .....

In what capacity has this person known you?.....

### 2 This person must have known you in a professional capacity (e.g. employer, teacher, supervisor, minister)

Title, Initial(s) & Surname .....

Address .....

..... Postcode .....

Telephone No. .... email .....

How many years has this person known you? .....

In what capacity has this person known you? .....

### 3 Other Referee

Title, Initial(s) & Surname .....

Address .....

..... Postcode .....

Telephone No. .... email .....

How many years has this person known you? .....

In what capacity has this person known you? .....

## E DECLARATION

I declare that the information given on this form is to the best of my knowledge true and complete, and agree to any references being taken up and any police checks being made in connection with my application at the discretion of L'Arche.

**Signature:**

**Date:**

Thank you for taking the time to complete this form. Please return completed form via email [reception.inverness@larche.org.uk](mailto:reception.inverness@larche.org.uk) or send to the Community address: **L'Arche Highland, 13 Drummond Crescent, Inverness, IV2 4QR**

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