



# SURREY DRUG & ALCOHOL CARE Ltd

Registered Charity Number 1151494

## APPLICATION FORM FOR VOLUNTEERS

First Name:

Surname:

Date of Birth:

Occupation:

Address:

Post Code:

Telephone Numbers:

Home:

Mobile:

Work:

Email:

Reasons (briefly) for volunteering to work with Surrey Drug and Alcohol Care:

Please continue on a new page if necessary

Please provide names, addresses and telephone numbers of two referees:

Do you require disabled access (*i.e.* stairs)?

|   |  |
|---|--|
| Do you have any special dietary requirements? |  |
|---|--|

|  |  |
|--|--|
| Where did you hear about Surrey Drug and Alcohol Care? |  |
|--|--|

|         |
|---------|
| Signed: |
|---------|

|       |
|-------|
| Date: |
|-------|

Volunteers are requested to complete the accompanying criminal offences declaration, below (page 3-4).

If you have any queries please contact Irene Basley, Co-ordinator on the below Office Tel. No.

Please return the application form and declaration of criminal offences by post to the following address:

Address: SDAC Training,  
c/o 25 Loncin Mead Avenue,  
New Haw,  
Addlestone,  
Surrey KT15 3NF

Or by E-mail: [training@surreydrugcare.org.uk](mailto:training@surreydrugcare.org.uk)

Website: [www.surreydrugcare.org.uk](http://www.surreydrugcare.org.uk)

Office Contact Tel No: 07554 991055

Fax No: 01483 431872



**BEFORE COMPLETING THIS FORM, PLEASE READ THE FOLLOWING NOTES CAREFULLY:**

You must give details on this form of any offences, convictions, cautions or bindovers you have or any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, however, job applicants do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. Information on when a conviction, caution or bindover is considered 'spent' is given in the section 'REHABILITATION PERIODS' below.

For some jobs, ALL convictions must be declared and can never be considered 'spent'. For more information, please see the section overleaf entitled 'EXEMPTIONS'.

**Declaration of a criminal record does not preclude you from joining SDAC on the helpline.**

| REHABILITATION PERIODS  |  |
|---|--|
| Sentence  | Time elapsed since conviction  |
| Imprisonment or youth custody sentence of over 6 months but not more than 2½ years          | 10 years *   |
| Imprisonment or youth custody sentence of less than 6 months                                | 7 years *  |
| Fine or other sentence for which the Act does not specify a different rehabilitation period | 5 years *  |
| Absolute Discharge  | 6 months   |
| Borstal   | 7 years  |
| Detention Centre  | 3 years  |
| Probation order, conditional discharge or bound over  | 1 year or until order expires (whichever is the longest)               |
| Care order or supervision order   | 1 year or until order expires (whichever is the longest)               |
| Order for custody in a remand home, approved school order or an attendance centre order     | 1 year after order expires   |
| A hospital order (with or without a restriction order)                                      | 5 years, or 2 years after the order expires (whichever is the longest) |

*\* the above are halved if the offender was under 17 when the offence was committed.*

Please note that any prison sentence GREATER than 2½ years can never become 'spent'. It is the prison sentence imposed by the court that counts (even if it is a suspended sentence), not the time actually spent in prison.

## EXEMPTIONS

The provisions relating to the non-disclosure of 'spent' convictions do not apply to certain jobs. If you are applying for a job in any of the following categories, you **MUST** disclose all details of any caution or criminal offence:

- **Work involving access to children for example, school based staff, youth service etc.**
- **Work as a Solicitor, Chartered or Certified Accountant, Traffic Warden or Parking Attendant.**
- **Work involving the provision of services to persons under the age of 18** which includes social services, care, leisure and recreational facilities and the provision of accommodation.
- **Work involving the provision of social services to person:**
  - over the age of 65;
  - suffering from serious illness or mental disability of any description;
  - addicted to alcohol or drugs;
  - who have a sensory impairment;
  - who are substantially and permanently disabled by illness, injury or congenital deformity.

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If you are offered a job in any of these categories, you may also be required to complete a further form and to authorise the council to undertake a police DBS check.

## DECLARATION OF CRIMINAL OFFENCES

Using the above guidelines, please list all your cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write 'none' and sign the form.

| Details of offence(s)                    | Nature of offence | Place & date of judgement(s) | Sentence(s) |
|--|-------------------|------------------------------|-------------|
| <br><br><br><br><br><br><br><br><br><br> |                   |                              |             |

*All information given will be treated in the strictest confidence and will be used for this job application only.*

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or me render me liable to instant dismissal without notice.

**SIGNED:** \_\_\_\_\_

**NAME: (PLEASE PRINT)** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Please complete this form and return it with your application form.