

## **Bury Drop In – Volunteers’ Application Form**

Bury Drop In is a charity working with homeless people and those with housing needs in Bury St Edmunds, seeking to prevent homelessness and alleviate poverty.

Bury Drop In is a friendly welcoming place, providing food and hot drink, where anyone in need may seek help from representatives of various agencies. This ministry runs from **Trinity Methodist Church** in Brentgovel Street, Bury St Edmunds on Tuesdays and Fridays between 11am and 2pm.

If you would like to volunteer to help us in our work, please fill in the below Application Form and return it to the address indicated.

*Please kindly note that because our charitable work involves working with some vulnerable people it is necessary for our volunteers to agree to Bury Drop In doing a check with the Disclosure and Barring (DBS) certificate. It is also the policy of Bury Drop In to monitor all volunteers over a period of three months, in order to ensure they meet the criteria of the role befitting to the needs of the guests.*

Although you do not have to be a Christian to work with Bury Drop In, you should note that as an organisation, Bury Drop In subscribes to the following core values:-

### **Loving God**

God is the creator and sustainer of life. He loves us and we enjoy relationship with Him. We worship God and honour Him by the way we live and work. He gives our lives hope and meaning.

### **Esteeming People**

We value the uniqueness and worth of every person. We treat everyone with respect and dignity. Our relationships are characterised by truth and compassion. We help people reach their potential.

### **Working as a Team**

Together we can support, inspire and motivate one another and achieve far more than individually or as a group of individuals. We actively engage the knowledge, experience and skills of all team members. We rely on a network of local and global partners.

### **Serving with Excellence**

We give our best in serving our co-workers, partners and visitors. We meet organisational service, environmental and safety standards. We are good stewards of our resources.

Bury Drop In - Office B, Hoste House, United Reformed Church, Whiting Street, Bury St Edmunds IP33 1NR

Email: [theburydropin@btconnect.com](mailto:theburydropin@btconnect.com)

Registered Charity 1165258

**Please answer the following questions.**

**Part 1: About You**

**Volunteer's full name** .....

**Male**       **Female**

**Date of Birth:** .....

**Permanent address:**

.....  
.....  
.....  
.....

**Telephone:** .....      **Mobile:** .....

**E-mail:** .....

**Occupation:** .....

**Emergency Contact Name:** .....

**Emergency Contact Number:** .....

**Emergency Contact's Relationship to You:** .....

**Part 2. Why do you want to be a Bury Drop In Volunteer?**

**Please give a short statement as to why you wish to be a Bury Drop In Volunteer. Just a BRIEF statement is required so please only use the space provided:**

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**Please give details of any relevant qualifications you have (e.g. First Aid).**

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**Do you have any health/medical problems that we should know about?**

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**Part 3. References**

Please supply details of two people Bury Drop In can contact for a reference. They should be responsible people who have known you well for at least two years and are willing to provide a reference for you (e.g. church leader, social worker, doctor, teacher, employer). They should not be a family member.

**1) Full Name:** .....

**Agency / Church / Organisation:** .....

**Position:** .....

**Contact Address:**

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.....

**Telephone:** ..... **Mobile:** .....

**E-mail:** .....

**How long has this person known you?** .....

**In what capacity do they know you?** .....

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**2) Full Name:** .....

**Agency / Church / Organisation:** .....

**Position:** .....

**Contact Address:**

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.....

**Telephone:** ..... **Mobile:** .....

**E-mail:** .....

**How long has this person known you?** .....

**In what capacity do they know you?** .....

Volunteering with Bury Drop In involves contact with vulnerable people and it is our policy to request two references for new volunteers. Please indicate if you are happy for us to contact your referee's with some further questions on receipt of this form:

Yes  No

## Part 4. Safeguarding

Bury Drop In is committed to safeguarding our guests and volunteers at all times and the nature of our work means it is important for us to be aware of relevant information about our volunteers.

**Have you ever had a criminal conviction, caution, reprimand or final warning?**

Yes  No

**Do you have a police enquiry or prosecution pending?**

Yes  No

(This role is exempt from the Rehabilitation of Offenders Act 1974, and you are required to disclose all convictions, cautions, reprimands or final warnings, including those that have been spent. Having a criminal conviction does not necessarily mean you will be unable to volunteer with Bury Drop In; however, failure to provide information regarding a conviction may lead to your application being disqualified.)

## Part 5. Role You Are Interested In and Volunteer Declaration

Is there any area of Bury Drop In work that particularly interests you or that you have some specific skills, experience or qualifications in?

<input type="checkbox"/> Befriending (getting to know our guests)	<input type="checkbox"/> Table waiting/serving
<input type="checkbox"/> Reception/Greeting (recording users)	<input type="checkbox"/> Catering (lead)
<input type="checkbox"/> Catering (helper)	<input type="checkbox"/> Setting Up
<input type="checkbox"/> Anything!	<input type="checkbox"/> Other, e.g. Prayer, Fund Raising, Admin (.....)

- I confirm the information that I have given to Bury Drop In is correct.
- I confirm that Bury Drop In has my permission to contact my referee in connection with my application.
- I agree to Bury Drop In doing a check with the Disclosure and Barring Service.
- I accept that Bury Drop In has the right to refuse my offer to volunteer without having to give a reason.

PRINT NAME.....

SIGN ..... DATE .....

When completed, please return this form to: The Volunteer Co-ordinator at the address below.