

# VOLUNTEERS **HIRING!** **EXTRA-ORDINARY**

## Volunteer Role: **Café host, CafeLife**

Department	CafeLife
CafeLife	CafeLife is a very busy community café located in Stockbridge. The café is very popular and has a wide customer base from 0 to 100 years. The role of the Café host is to help maintain the smooth running of CaféLife with general duties.
Specific Tasks:	Duties include: clearing and cleaning tables, taking food to tables at busy times and building excellent relationships with customers.
Skills and Qualities:	<p>Welcoming and friendly manner, willingness to learn and to develop new skills, some familiarity with health and hygiene (although training will be given).</p> <p>Essential qualities for this role are:</p> <p>To be friendly and helpful, and able to work as part of a team.</p>
Commitment	A minimum of 4 hours per week for a minimum of 2 months. Hours available: Monday, Tuesday, Wednesday, Thursday, Friday – 12 to 4pm
Benefits	<ul style="list-style-type: none"> <li>• Reasonable expenses will be paid, e.g. travel,</li> <li>• Training and guidance will be offered</li> <li>• Gain experience of catering environment</li> <li>• Lunch is provided</li> </ul>
Expectations	<ul style="list-style-type: none"> <li>• Willingness to abide by LifeCare's Volunteer Policy and Volunteer Charter</li> <li>• Willingness to engage with the support and guidance provided.</li> </ul>
Contact us	Anthony Dakers, Chef, CafeLife, <a href="mailto:anthonyakers@lifecare-edinburgh.org.uk">anthonyakers@lifecare-edinburgh.org.uk</a>

## VOLUNTEER APPLICATION FORM

First Name:	Surname:
Home Address:	
Telephone No:	
Mobile No:	
Email Address:	

What would you like to achieve through your voluntary work at the organisation?

Do you have any support needs? Please specify

Previous experience:



Any other information relevant to the post:

Days/hours available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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How did you hear about LifeCare?

## References

Please supply the names and addresses of two referees who know you well. This may be a previous or current employer, neighbour, head teacher or a previous volunteering project. Please note that a referee cannot be a relative.

<p><b>REFEREE 1</b></p> <p>Name:</p> <p>Relationship to referee:</p> <p>Position:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p>	<p><b>REFEREE 2</b></p> <p>Name:</p> <p>Relationship to referee:</p> <p>Position:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p>
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## EQUAL OPPORTUNITIES MONITORING FORM

To help us monitor the effectiveness of our Equal Opportunities and Recruitment Policies we would like you to fill in this form. If you choose to complete it, any information given is treated in the strictest confidence.

*Please tick the appropriate boxes.*

### Which of the following groups do you consider you belong to?

#### White

Scottish       Other British       Irish

Any other white background, please write in \_\_\_\_\_

#### Mixed

Any mixed background, please write in \_\_\_\_\_

#### Asian, Asian Scottish or Asian British:

Indian       Pakistani       Bangladeshi       Chinese

Any other Asian background, please write in \_\_\_\_\_

#### Black, Black Scottish or Black British

Caribbean       African

Any other Black background, please write in \_\_\_\_\_

#### Other ethnic background

Any other background, please write in \_\_\_\_\_

Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_



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## CRIMINAL CONVICTION SELF DECLARATION

We ask all volunteers with us to give us information of previous convictions. Having a previous conviction does not automatically bar you from volunteering with us but it will help us, in discussion with you, decide if the opportunity you have applied for is the most suitable. All information given here will be kept in your personal file which can only be accessed by authorised staff.

Under the terms of the Rehabilitation of Offenders Act 1974 you are entitled to withhold information about any convictions against you which are now "spent". Please see the next sheet for full details about this.

You may only withhold information on 'spent' convictions.

Please ask us if you need any help completing this section of the form and we will be happy to assist you.

### Conviction

### When Occurred


### Criminal Convictions Pending


I declare that, to the best of my knowledge, the above information is correct. I understand that if I take up a volunteer opportunity and it is found that I have deliberately given false information or withheld relevant information then the opportunity may be withdrawn.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Further Information about 'Spent' Convictions and Rehabilitation Periods

### (REHABILITATION OF OFFENDERS ACT 1974: REHABILITATION PERIODS)

#### What is a 'Spent' Conviction?

Convictions are 'spent' when a specific period of time – known as a 'rehabilitation period' – has passed since you were convicted and you have not re-offended during that period.

#### How long is a 'Rehabilitation Period'?

The length of a 'rehabilitation period' will depend on the sentence received, and sentences longer than 30 months imprisonment can never be 'spent'. The table below gives details of the length of 'rehabilitation periods' for various sentences.

SENTENCE RECEIVED	AGED 18 YEARS AND OVER AT TIME OF CONVICTION	AGED UNDER 18 YEARS AT TIME OF CONVICTION
Prison or young offender institution (immediate or suspended sentence) over 6 months but less than 30 months	10 years	5 years
Prison or young offender institution (immediate or deferred sentence) of 6 months or less	7 years	3½ years
Fine/community service/supervised attendance order/curfew order	5 years	2½ years
Absolute discharge or admonishment	6 months	6 months
Disqualification	Until disqualification period ends	Until disqualification period ends
Probation imposed after 5 February 1995	5 years	2½ years or length of probation period, whichever is longer
Hospital order	5 years from date of conviction or 2 years from the termination of the hospital order, whichever is longer	5 years from date of conviction or 2 years from the termination of the hospital order, whichever is longer



**DISCHARGE ETC FROM HER MAJESTY'S SERVICE**

<b>SENTENCE RECEIVED</b>	<b>AGED 18 YEARS AND OVER AT TIME OF CONVICTION</b>	<b>AGED UNDER 18 YEARS AT TIME OF CONVICTION</b>
Discharge with public disgrace or dismissal with public disgrace	10 years	5 years
Dismissal	7 years	3½ years
Any detention in respect of a conviction in service disciplinary hearings	5 years	2½ years

Suspended sentences (England and Wales) will carry a rehabilitation date should the sentence be imposed.

