



Volunteer Registration Form

We use this form to record important information about our volunteers. If you have any concerns with any of the questions below, please discuss this with The Belmont Cinema's Community Development Manager.

All information will be kept confidential and held according to current GDPR and Data Protection policies.

Basic Details: *This is the information we need to keep in touch with you and process your registration for our volunteer pool. It will only be used by staff for this purpose.*

Full Name	
Address	
Post Code	
Preferred Phone Number	
Email	

When completed, please return to: Belmont Community Cinema Ltd, c/o Michelle Soto, ONE Tech Hub, 1 Schoolhill, Aberdeen, AB10 1JQ, or return by email to michelle.soto@belmontcinema.co.uk

Volunteering Role: This is to help us make sure your time spent volunteering with us is a pleasant one, and that you find volunteering as fulfilling as possible.

Role Applying For	<i>What is the Name of the Role you are applying for?</i>
Motives for Volunteering	<i>What would you like to get out of your volunteering? Please tell us about any relevant interests you have, skills that you wish to develop or experience you wish to gain:</i>
Goals and Interests	<i>What would you like to get out of your volunteering? Please tell us about any relevant interests you have, skills that you wish to develop or experience you wish to gain:</i>

How did you hear about us?

Character and Background: *This information helps us check your suitability for the role you are applying for. Please answer all questions and give at least one of the requested contact details for all referees provided. This information will be kept in your personal file, which can only be accessed by authorised staff.*

PVG Scheme: Are you currently (or have you ever been) enrolled in the PVG Scheme?

(Select one) **Yes** **No** **Unknown**

Before we engage volunteers, it is our policy to seek two references, these can be personal or professional references. Please provide details for your referees below.

Referee #1

Name:

Phone:

Email:

Referee #2

Name:

Phone:

Email:

Self-Disclosure: We ask all volunteers to give us information about their 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 appendix on pages 3-4 for full details.

You may only withhold information on ‘spent’ convictions.

Details of Convictions

Date of Occurrence

Details of Pending Convictions

Declaration & Agreement



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.

I understand that personal data provided in both the “Basic Information” and “Additional Information” sections of this form will be stored by The Belmont Community Cinema, where it will be used by the organisation for the above mentioned purposes relating to the administration of my volunteering activities, and that my data may also be used anonymously for reporting purposes by The Belmont Community Cinema.

Signature: _____ **Date:** _____

Appendix

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 reoffended 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 tables below and over the page give details of the length of ‘rehabilitation periods’ for various sentences.

Criminal Court 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

SENTENCE RECEIVED	AGED 18 YEARS AND OVER AT TIME OF CONVICTION	AGED UNDER 18 YEARS AT TIME OF CONVICTION
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

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