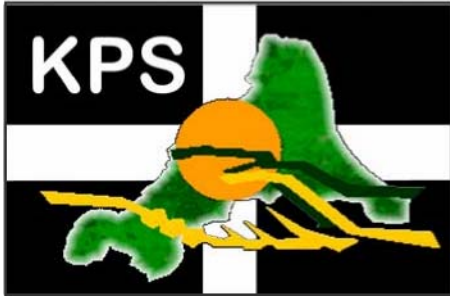


KPS Volunteer Application

Kernow Positive Support



SPECIALISED HIV INFORMATION,
SUPPORT, RESPIRE & RETREAT

Kernow Positive Support

A Registered Charity (1104947) to inform, advise and help on HIV/AIDS infection

Kernow Positive Support (KPS) KPS Trebullom, Trebullom Farm, Altarnun, Cornwall PL15 7RF

Tel: 01566 86378 - Fax 01566 86331 - Email: office@kpsdirect.com Website: www.kpsdirect.com

Thank you for applying to be volunteer with Kernow Positive Support (KPS).

Before filling in this application form please look through the online and/or enclosed 'Volunteer Charter' Booklet.

If you need any more information, ring the TALK - KPS Help line 01208 264866 of KPS Trebullom on 01566 86378 and we will give you all the help we can. Our job is to help you find the work that suits you and KPS best. We are also here to inform you about training and support for volunteers with KPS.

We look forward to you starting work as a volunteer with Kernow Positive Support.

PLEASE PRINT IN BLOCK LETTERS.

All information is given in the **strictest confidence.**

SECTION 1 – about yourself

Surname First name(s)

Name you like to be known by

Address

Post Code

Daytime/work phone Home phone

Mobile phone e-mail

N.B. volunteers for the KPS Befriender Scheme must have a telephone.

SECTION 2 – volunteer declaration

I confirm that the information on this form is complete and accurate. I am volunteering my time to work for Kernow Positive Support (KPS). I understand that in the course of my work I may learn certain facts about individuals being served by KPS, that may be of a highly personal and confidential nature. I agree not to disclose any information of this nature to any person, without the specific consent of the individual concerned. Also, I abide by the KPS Confidentiality Policy and all Guidelines/Policies and Procedures produced by the said Organisation.

Signed

Date

YES NO

SECTION 3 – *more about yourself*

Are you presently employed?

Is this full/part time or Self-employed?

What is your occupation?

Please tell us when you are available to volunteer.

Daytime (Mon-Fri).

Evenings.

Weekends.

Approx. number of hours a week.

SECTION 4 – *references*

Please give the names and addresses of two personal referees. We **cannot** start processing your application until we have received two satisfactory references.

**First
Reference**

**Second
Reference**

SECTION 5 – *why are you interested in working for us?*

Please write in the box provided where you saw our advert for volunteers, and why you are interested in working with Kernow Positive Support.

SECTION 6 – *previous experience & skills you can offer*

Please write in the box provided any previous voluntary work experience, especially within the field of HIV/AIDS and any skills you can offer such as; Word processing etc.

Please write in the box below your interests and hobbies

SECTION 7 – *letting us know what work you want to do*

Please read through the 'Volunteer Charter' for further information before completing this section, and then tick the area(s) of work which interest you.

KPS CLIENT WELFARE SERVICES INITIATIVE

KPS BEFRIENDER SCHEME

Befriender Support

Providing emotion and practical support to someone who is HIV-positive.

KPS TELEPHONE HELP LINE & INFORMATION

Telephone Support

Providing emotion and practical support to any caller in confidence.

KPS COMMUNITY SERVICES

Practical Support within the Community

Providing practical support to people who are infected and affected by HIV.

(Please cross as appropriate)

Car owner/driver *(for transport)*.

Gardening.

General house work .

Cooking.

Plumbing.

Decorating.

Do-It-Yourself.

Electrical.

Sign language.

Interpreting.

Please indicate Languages

HARDSHIP, ADVOCACY & ADVICE

You will need to have previous experience or additional training to work in these areas.

Client Welfare funds & advice

Hardship fund co-ordination and Welfare Rights Advice on the DSS Benefits System and Housing etc.

Advocacy & Referral Providing support by advocacy.

KPS Trebullom

Volunteering duties

KPS TRAINING SERVICES INITIATIVE

KPS TRAINING INITIATIVE

Internal Training

Organising and facilitating the KPS
Volunteer training courses.

External Training

Organising and facilitating and participating in
HIV Awareness training courses to other agencies.

Speakers Forum

Organising and facilitating and participating,
in giving talks from a personal perspective.

KPS FUNDRAISING ACTIVITIES

Core Funding

Organising and completing large application
Grants from Statutory/Trusts/Organisations.

World AIDS Day & Public Collections

Street and Public House collections.

Special Events

Organising and administrating Special Fundraising Events
Such as; Charity Concerts/Balls, Carnivals, County shows
and other internal Social Events.

KPS DROP-IN & SUPPORT MEETINGS INITIATIVE

Drop-In Meeting Facilities

Staffing, cleaning and host/key holder duties.

Catering

Duties will include providing light refreshments,
for the Drop-In Meetings and Special Events.

KPS ADMINISTRATION

General Administration

General office duties.

KPS PR/Publicity & Publications

Promotion and Profile of KPS. Production
and design of all KPS publications etc.



SECTION 8 – self disclosure of criminal convictions and relevant checks

In order for your application to be considered, you **MUST** complete this section. If you answered **YES** to the below will ask you to clarify the position.

Have you any 'Unspent' Convictions involving:

Violence.

Non-consensual sex.

Dishonesty.

Coercion.

Abuse of a position of trust or authority.

Drug dealing.

Theft.

Damage to property.

YES

NO

You are not required to disclose any conviction, which is 'Spent' under the Rehabilitation of Offenders Act 1974.

As Kernow Positive Support works with vulnerable adults, families and children, we WILL carry out relevant checks with any volunteer working in these areas.

THIS PAGE INCLUDING SECTIONS 8/9 WILL BE DETACHED UPON RECEIPT AND FILED SEPERATELY FROM YOUR APPLICATION

SECTION 9 – *equal opportunities*

Kernow Positive Support strives to be an Equal Opportunities Organisation. Applications for voluntary work and paid employment and acceptance as a volunteer are welcomed regardless of age, creed, disability, HIV status, marital status, gender, race or sexual orientation.

Please would you provide us with the following information to help us monitor some aspects of our Equal Opportunities Policy and make in more effective.

I am:

- Male
 Female

Are you registered disabled?

- YES** **NO**

I would describe myself as:

- Asian.
 Black African.
 White British.
 European.

- Black Afro-Caribbean.
 Black British.
 Irish.
 Other.

(Please specify other)

I am

(We are sorry we cannot accept volunteers under the age of 18)

- 18-21
 22-30
 31-40
 41-50
 50+

SECTION 10 – *volunteer commitment to training*

If your application is accepted Kernow Positive Support will expect a certain amount of commitment to the initial training you carry out with the organisation. Below you will find guidelines and important procedures.

VOLUNTEER INDUCTION & TRAINING

Interview

Upon acceptance of your application you will be invited to a short interview to clarify your understanding of the commitment you have made by wishing to join our Organisation. If you agree to continue with your application you will be invited to attend our Volunteer Induction and 'Being Positive' training course.

Volunteer Induction & 'Being Positive'

A training course on the history and services Kernow Positive Support offers, including our policies and procedures. Also, detailed HIV Awareness and Clinical information. Aspects and implications of an HIV positive diagnosis, Workshops, Exercises, Interaction. There may be other prospective new volunteers in attendance along with KPS facilitators and observers.

Attendance at all the above is compulsory if prospective volunteers wish to join our organisation. If you unable to attend any of the courses you will be given an opportunity to join our next scheduled volunteer induction.

CLIENT WELFARE SERVICES TRAINING

Self Awareness, Listening Skills & Boundary Setting

This is a self development course, but with emphasis on basic counselling skills.

Welfare Rights Training

A course on various aspects of Welfare Rights for people who are affected/infected by HIV. Course content may vary from time to time to include Client Welfare Services offered by KPS such as; Hardship funding and the DSS Benefits System.

Attendance at all the above is compulsory if prospective volunteers wish to join our KPS Befriender Scheme within the Client Welfare Services Initiative. If you unable to attend any of the courses you will be given an opportunity to attend our next Client Welfare Services Training Course.
