



HYHG Volunteer Recruitment Procedure

1. When we receive your enquiry we will send or give you a volunteer pack which will contain:
 - Welcome letter
 - Volunteer recruitment procedure
 - Application form
 - An Ethnic Monitoring form
 - Herts Young Homeless Group
 - Our Volunteer Policy
2. Please return your completed application form to the central office.
3. We will contact you to arrange for you to attend an interview at a mutually agreeable time at the local area.
4. We conduct a personal interview that allows us to determine your suitability to volunteer with vulnerable young people. It lasts for approximately 30 minutes and is based on your personal attitudes and opinions. Unfortunately we cannot accept a volunteer who does not attend and/or successfully complete their personal interview.
5. At the interview we will discuss the role, the benefits we offer and your skills, interests and availability.
6. On successful completion of your interview you will be asked to complete a Criminal Records Bureau form. **Please bring two forms of identity with you to your interview - either a passport, birth certificate or driving licence and two utilities bills showing your home address dated within the last 3 months.**
7. We will then take up two references.
8. We will arrange a start date for you to begin your induction, subject to receipt of satisfactory references. You cannot work with clients until we have received a cleared police check, but you will be able to work in the area office, getting to know people and how we work.
1. We will provide induction training on HYHG and your local area, and regular support and supervision will be offered.

We hope you enjoy your volunteering experience and wish you every success.