Volunteer Application Form

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **First Name** | | | **Surname** | | | |
| **Address**  **Post Code** | | | | | | | |
| Telephone Home Mobile | | | | | | | |
| Email address | | | | Date of birth | | | |
| Car driver Yes / No Have own car Yes / No | | | | | | | |
| **Status (Please put X in box)** | | | | | | | |
| Unemployed | |  | Student |  | Retired | |  |
| Working Part-Time | |  | Working Full-Time |  | Other (please state) | |  |
|  | | | | | |
| **Please indicate which volunteer roles you’re interested in by placing an ‘X’ in the box on the right. We’ll then discuss these with you on the phone. Please note that all volunteers need to be 18 or over**  For all roles we hope that you are available for **6 months,** although we understand there will be short periods when you are not available. | | | | | |

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| **Information & Advice Adviser** |  |
| **Information & Advice Form Completer** |  |
| **Information & Advice Reception** |  |
| **Later Life Planning & Support** |  |
| **Retail Charity Shop Helper** |  |
| **In-person Activities Leader** |  |
| **Remote/Virtual Activities Leader** |  |
| **In-person Activities Assistant** |  |
| **Remote/Virtual Activities Assistant** |  |
| **Home Falls Prevention** |  |
| **Home Energy Efficiency** |  |
| **Memory Care Day Centre – Activities Assistant** |  |
| **Memory Care Day Centre – Driver** |  |
| **Administration Support** |  |
| **Marketing & Communications** |  |
| **Community Fundraiser** |  |
| **Seasonal Christmas Volunteer** |  |

**Please mark the time that you can usually volunteer** - our in-person services are usually run weekdays Monday – Friday.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |
| **Flexible** |  |  |  |  |  |  |  |
| **Number of hours available** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **We have roles across Birmingham and Sandwell, please tick the areas you’d be interested in** | | | | | |
| Birmingham North |  | Birmingham South |  | Sandwell |  |

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| --- |
| **For our in-person volunteering roles please state any area restrictions:** |

|  |
| --- |
| **Please let us know why you would like to become a volunteer with us?** |
| **What is your current or most recent job role?** Please also let us know any work or voluntary experience you have that is relevant to volunteering with us. |
| **What hobbies, interests and skills do you have?** This will help us identify the best volunteer role for you |
| **Do you have a disability or health condition that you would like us to know about? How might your disability or health condition impact on your ability to volunteer:** This is to enable us to discuss what changes could be made to the volunteering role to accommodate your needs. |

|  |  |
| --- | --- |
| **References - Please let us know the email addresses of two referees who have known you for at least one year.**   * At least one referee should be from someone in a position of authority, such as a representative of an employer or voluntary organization. * Referees should not be family members and should live at a different address to you. * Your second reference can be from a colleague or friend. * If you don’t have an email address for them, please give a postal address, although this may mean your application takes longer to process | |
| Reference Name:  How they know you:  Email: | Reference Name:  How they know you:  Email: | |
| **Next of Kin**  Please let us know one or two people we could contact if you are taken ill or have an accident when volunteering. Please let them know you have given us their contact details. | | |
| Name:  Relationship:  Telephone number(s):  Address:  Postcode: | Name:    Relationship:  Telephone number(s):  Address:  Postcode: | |

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| --- |
| **Convictions**  Some of our work brings us into contact with vulnerable people. For their safety, we may need to carry out a Disclosure & Barring Service check for some of our volunteer roles. Having a criminal conviction will not automatically disqualify you from volunteering with us.  **Have you ever been convicted, warned, reprimanded or cautioned for a criminal offence, or liable in a civil case? YES / NO**  If yes, provide details below (in strict confidence). You must disclose all previous convictions; none of these may be considered spent.As we work with vulnerable people, certain volunteer roles are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any convictions must be declared. |
| **Details** |
| Please confirm that all the information given on this form is correct.  (Please sign if you’ve printed this form or type your name if this form is being sent by email)  **Name: Date:** |

Thank you for your interest in volunteering with Age UK Birmingham & Sandwell.

**Please return this form by email to:** [**volunteering@ageukbirmingham.org.uk**](mailto:volunteering@ageukbirmingham.org.uk)

If you’re unable to email, please post to:

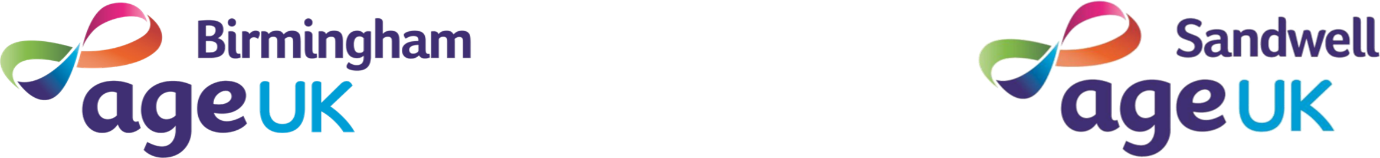
Age UK Birmingham & Age UK Sandwell,

Stratford House,

Stratford Place,

Birmingham,

B12 0HT

**Consent to Contact**

Our data protection policy ensures your privacy and security. We handle your information with care, in accordance with relevant regulations, to safeguard your data integrity and confidentiality.

In relation to using your email/postal address, please can you tick your preferences below to give your consent.

**Role Specific / Announcements**

Age UK Birmingham and Age UK Sandwell can keep my email address on file for communication purposes relating to my current volunteering role and any related announcements.

Yes

No

**Volunteering and Charity News**

Age UK Birmingham and Age UK Sandwell can send communications relating to other volunteering and AUK related news and information including but not limited to volunteering newsletters, volunteering opportunities, and important Age UK Birmingham and Age UK Sandwell announcements.

Yes

No

**Please note that we do NOT share your details with 3rd party organisations.**

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**Volunteer’s Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer’s Signature Date**

**EQUAL OPPORTUNITIES MONITORING FORM**

We would be grateful if you would fill in this form and return it with your application. We are working towards equal opportunities and this information will help us to monitor our advertising, selection and appointment systems.

The information will not be used as part of the selection process itself and is held, confidential and anonymous, separately from the application forms until after the appointment has been made.

1. Are you Male/Female/Transgender/Non-Binary/Other?

2. Which age group are you in?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Under 25 |  | 25-39 |  | 40-54 |  | 55-65 |  | 65+ |  |

3. How would you describe your ethnic origin?

(Commission for Racial Equality sample list)

|  |  |
| --- | --- |
| White – England and Wales  🞏 British  🞏 Irish  🞏 Any other White background, please write in |  |
| Mixed - England and Wales  🞏 White and Black Caribbean  🞏 White and Black African  🞏 White and Asian  🞏 Any other Mixed background, please write in |  |
| Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh – England and Wales  🞏 Indian  🞏 Pakistani  🞏 Bangladeshi  🞏 Any other Asian background, please write in |  |
| Black, Black British, Black English, Black Scottish, or Black Welsh – England and Wales  🞏 Caribbean  🞏 African  🞏 Any other Black background, please write in |  |
| Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group – England and Wales  🞏 Chinese  🞏 Any other background, please write in |  |

Logo

Description automatically generated with medium confidence**Privacy Notice**

**Volunteering for Age UK Birmingham**

This is your copy for your records – please keep.

When enquiring about volunteering, applying to volunteer, or actively acting as a volunteer, **Age UK Birmingham (AUKB)** will act as **“**Data Controller**”** (i.e. the organisation keeping and processing your information) with regard to the data you provide.

**Information gathered:**   
To process your enquiry we may ask for your name and contact details, making you the “Data Subject”; this information will be passed to the Volunteer Manager. The information provided will not be used for any form of profiling or automated decision making.

Other relevant data we may ask for when you apply to volunteer is detailed below:

|  |  |
| --- | --- |
| Name | Address |
| Email address when applicable. | Telephone number(s). |
| Date of birth. | Your work and volunteering experience. |
| Your availability (days/times/locations you can volunteer). | What type of voluntary work you are happy to do. |
| If you can drive (and details about that where applicable.) | Health and safety information (i.e. relevant medical information). |
| References (you must have permission to provide their details). | Relationship to any AUKB member of staff or volunteer. |
| Details of any unspent criminal convictions. | Emergency contact details (next of kin etc. – you must have permission to provide their details). |
| Ethnic group | Sexual Orientation |

Based on your submitted volunteering application form a database record will be created on a secure content management system called **CharityLog** - see [www.charitylog.co.uk](file:///E:/Users/sharvey/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/7I6BKO99/www.charitylog.co.uk). Charitylog is the trading name of Dizions Ltd; Company Reg: SC340502 registered in Scotland.

CharityLog utilizes secure cloud data storage in data centres run by RackSpace with redundant backups, in data centres within the UK. Their staff do not have access to your data unless specifically instructed by AUKB and only temporarily in the cases of technical support or data migration. In these limited cases Dizions acts as a “Data Processor” on behalf of, and under specific instruction from, AUKB as the “Data Controller”.   
  
An electronic scan of your form will be created and attached to a database record. Your ethnic and religious information will be kept separate and anonymous for statistical analysis only. Information provided to 3rd parties such as Age UK (national), the NHS or Birmingham City Council will be anonymised for statistical use only. Un-anonymised information will only be provided to 3rd parties with your express permission on a case by case basis (e.g. to provide a reference to a prospective employer).   
  
The physical copy of your application form, any other physical data, and any electronic copies not attached to your record, will be kept secure and securely destroyed within **14 days** of being added to your database record.

If you do not go on to be a volunteer all electronic data will be securely destroyed within **30 days** of last contact with you. All physical data (e.g. your application form) will be securely destroyed at the end of use and/or converted into electronic data.

Your database record may be updated with information regarding your time volunteering with AUKB, you will be informed verbally or in writing of any data being recorded at the time of it being created. If you stop volunteering with us for any reason your database record will be anonymised within **6 months** unless you ask us, or agree to us, keeping the record for a longer period of time.

For the purposes of administering your voluntary service with AUKB your information will be processed under the lawful basis of “legitimate interest”; with the legitimate interest in question being the continuation of our volunteer programme to support the aims of the charity. Not providing the requested information may restrict the roles you can take and in the case of health & safety, or other critical data, may result in putting yourself or others at risk.  
  
**Your rights:**Under Data Protection laws regarding personal data of England and/or the United Kingdom of Great Britain and Northern Ireland:

* You have the right to be informed (e.g. this privacy notice and the option to receive a copy.)
* You have the right at any time (within reason) to request a copy of the records held about you.
* You have the right to request a correction or completion of personal data held about you where it is incorrect or incomplete.
* You have the right to complain to AUKB and/or the Information Commissioner’s Office (ICO – [www.ico.org.uk](http://www.ico.org.uk)) if you believe your data is being dealt with incorrectly, inappropriately or illegally.

If you stop volunteering (this would prevent the administration of your volunteer service):

* You have the right to request erasure or to be “forgotten” (your record anonymised).
* You have the right to request restrict the processing of your data (your record preserved as is, but not processed).
* You have the right to object to your personal data being processed under specific circumstances and thus request it is stopped and/or you no longer contacted.

To exercise any of your rights please write to us at either the address or email address below, or visit us during the posted hours of opening to make a request in person. We will require identification to be able to authorise the request. We will then respond in writing within **30 days.**

**Age UK Birmingham (AUKB)** is a registered charity (number 1138240) and company limited by guarantee (number 7334392). **Age UK Sandwell (AUKS)** is a registered charity (1080517) and company limited by guarantee, registered in England and Wales number 03938484 and is a subsidiary of Age UK Birmingham. The registered address is Age UK Birmingham & Age UK Sandwell, Stratford House, Stratford Place, Birmingham, B12 0HT. The organisation can also be contacted by telephoning 0121 437 0033 or emailing [info@ageukbirmingham.org.uk](mailto:info@ageukbirmingham.org.uk) for any volunteering enquiry or with any data protection enquiries for the Data Protection Officer. AUKB is registered with the Information Commissioners Office as a Data Controller.