

### **REFERENCES**

Once we have received your volunteering application, we will send a reference request to each referee you have provided. This will be sent directly to their email as a Microsoft Forms link and should take no longer than 10 minutes to complete.

We will need both references back before you can start your volunteering role, therefore, please ensure that your referees are aware of the request and ask them to check their emails (including junk folder) regularly.

Please note that due to limited time and resources, it will be your responsibility to chase any outstanding references to avoid delays.

### **INTERVIEW**

Once your application form has been processed, we will contact you to discuss your interest in volunteering with us further, to start to identify the area of the organization that you would be interested in working in.

### **THE DISCLOSURE AND BARRING SERVICE**

Once we understand the area / type of work you may be doing with us we can decide on the level of DBS check required. You will be required to complete an appropriate DBS check prior to starting your volunteer role.

This will be sent to you via email as a link to the DBS website. You will be asked to complete the DBS form and supply required supporting documents. Again, please ensure these are completed as soon as possible so there are no delays in you starting your role.

### **INDUCTION**

Once your application form has been processed and the above checks received and confirmed as satisfactory you will be asked to come in to complete your recruitment and start your induction.

The first part will be an in-person meeting with the Volunteer Manager at our main office, Commonweal in Stockport. This induction will cover all general topics including Health & Safety, Safeguarding, Expenses, etc. You will also have a chance to ask any further questions you may have.

Following this, you will have a site-specific and service-specific induction with the relevant Service Lead, which will also include emergency procedures, signing in/out process etc.

**Roisin Lynch, Volunteer Manager**  
**Age UK Stockport & Step Out Stockport**