Date as postmark

Dear Sir/Madam

**Re:** **Your application to become a volunteer**

Thank you for your interest in becoming an Age UK Calderdale and Kirklees Volunteer.

We are an independent charity which provides products and services to keep people independent in their own home and seeks to prevent social isolation. Volunteers play a vital role in our work, without them many of our services would not operate.

Please find enclosed your application pack. If you have any questions about your application please do not hesitate to contact me on 01422 252 040.

Finally I would just like to say once again, thank you for your interest and I look forward to receiving your completed application and the “Information & Authorisation Form for DBS & Asylum & Immigration”.

Yours sincerely

L Dorward

Lisa Dorward

Business Support

Enc

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**VOLUNTEER APPLICATION FORM**

This form should be used by anyone wishing to volunteer for Age UK Calderdale and Kirklees.

**Age UK Calderdale and Kirklees works with volunteers in all areas of our business.**

**Personal Details**

|  |
| --- |
| Full Name    Address    Tel No  Mobile    Email    Do you have a driving licence? Y/N  Do you have access to a car? Y/N |

**Application Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Why do you want to volunteer with Age UK?  How did you hear about volunteering with Age UK?  Type of role you are interested in:  Your availability: please tick below   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | MON | | TUES | | WEDS | | THURS | | FRI | | SAT | | SUN | | | AM |  | AM |  | AM |  | AM |  | AM |  | AM |  | AM |  | | PM |  | PM |  | PM |  | PM |  | PM |  | PM |  | PM |  |   Experience learning and skills:  Information to support your application:  Please continue on a separate sheet if you wish  Do you have any links to other voluntary organisations? Yes / No  If yes, please specify in the space below:  Declaring any links can help prevent this becoming a conflict of interest |

**References**

|  |  |
| --- | --- |
| If you have worked in the past five years, at least one reference should be obtained from your last employer. If not, give the names of people who know you well who are not related to you, or from the same organisation. | |
| Name  Address  Tel No  Relationship to you | Name  Address  Tel No  Relationship to you |

**Emergency Contact**

|  |
| --- |
| Name Tel No  Relationship to you: |

**Equal Opportunities Monitoring** – this information is used only for the purpose of ensuring the effectiveness of our Equal Opportunities policy, which is available on request.

|  |  |
| --- | --- |
| Date of birth:  Gender M / F  Do you have a disability? Yes / No  If yes, please specify .......................................................................  **How would you describe your ethnicity?**  These categories of ethnic origin are recommended by the Commission for Racial Equality as the most appropriate for monitoring the UK. We recognise that the specific categories may not be appropriate for everyone, if this is the case please describe your ethnicity in the last box. | |
| **Asian or Asian British:**  Indian  Pakistani  Any other background  ( please specify )  **White:**  White English  White Irish  Any other background  ( please specify ) | **Black or Black British:**  Black Caribbean  Black African  Any other background  ( please specify )  **Chinese or other ethnic group:**  Chinese  Any other ethnic background  ( please specify ) |

**Declaration**

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| I understand that any offer of volunteering with Age UK Calderdale and Kirklees is subject to satisfactory references, DBS check and is binding in honour only.  In accordance with the Data Protection Act, I agree that Age UK Calderdale and Kirklees may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained on this form may be stored on both manual and computer files. It will be held securely and only accessed by authorised personnel.  **Signature Date**  **Please note we are unable to accept volunteers under 14 years of age**  **For applicants under 16 years**  **Parent/Guardian Signature Date**  **Name of Parent/Guardian ( please print )** |

**DBS & UPDATE SERVICE**

**INFORMATION & AUTHORISATION FORM**

\* Please note, this is not a DBS application form

**DBS & UPDATE SERVICE DECLARATION**

It is a condition of employment or placement as a volunteer with Age UK that a DBS Check and enrolment on the DBS Update Service is undertaken for certain roles.

**This section must be completed in full, signed and dated in order for us to apply for your DBS check and to enrol you on the DBS Update Service.**

All our DBS checks are done online. If you do not have access to a computer, we will apply for your DBS online on your behalf.

|  |  |
| --- | --- |
| Full name (including middle names) |  |
| Active email address (please print clearly) |  |
| Have you any unspent convictions, cautions, reprimands or warnings? |  |
| Are you in possession of a recent DBS Certificate? |  |
| Are you currently registered with the DBS Update Service? |  |

I hereby authorise Age UK Calderdale & Kirklees to: -

• undertake a DBS check or check my DBS status online if I am currently registered with the DBS Update Service.

• enrol me on the DBS Update Service if I have not already done so.

• have ongoing authorisation to re-view my DBS Certificate’s status on a yearly basis for the duration of my role only.

SIGNED...................................................................DATE................................

For more information about the Update Service contact Age UK, or visit www.gov.uk/dbs-update service employees' guide