**VOLUNTEER APPLICATION FORM**

|  |  |
| --- | --- |
| **Surname:** | |
| **First Name:** | |
| **Title: (Mr, Mrs Miss etc.)** | |
| **Address:** | |
|  | |
|  | |
| **Postcode:** | |
| **Telephone: Home Mobile:** | |
| **Email address:** | |
| **When can you be contacted and by what methods? (***This is particularly important if you are not available during our working hours).* | |
| **Status*:*** *(please either tick or use a cross)* | |
| **□Unemployed:** | **□Student:** |
| **□Retired:** | **□Working Full time:** |
| **□Working Part time:** | **□Long term sick/Disabled:** |
| **□Other: (***Please give details)* | |
| **How did you find out about volunteering with Age UK Ealing?** | |
| **Why would you like to join Age UK Ealing as a volunteer?** | |
| **Please tell us about: -**  **Any previous/current work experience**  **Skills/Languages/ Qualifications**  **Interests and hobbies.** | |
| **Age UK Ealing offers a range of different volunteering opportunities. Please indicate what type of volunteering you would be interested in from the list below** *(you can tick more than one)* | |
| □ **Neighbourly Connector** **(Befriending Home Visiting)** **age 18+** - **Minimum 1-hour** **weekdays or weekends between 10am and 5pm -** **in line with COVID guidelines. An ENHANCED DBS police check certificate will be required.** We can help you to obtain a free but compulsory DBS police Check if you do not have one. | |
| **□ Telephone Befrienders age 18+ -** minimum 1 hour per week **operating from home Weekdays or weekends between 10am and 5pm**. **or Office based at Greenford Community Centre**. **Mon-Fri variable weekdays between 10 am and 4pm in line with COVID guidelines. A basic DBS police check certificate will be required.** We can help you to obtain a free but compulsory DBS police check if you do not have one. | |
| □ **Fundraising Volunteer age 16+** - 2 **hours minimum per week - weekdays or weekends between 10am and 5pm -** helping Age UK Ealing to raise vital funds, working outdoors in our community with at least 1 other volunteer together in pairs or more in different shop locations manning a stall and collecting donations. | |
| □ **Exercise Class Assistant** age **18+** - 1-2 **hours per week on a Monday from 11 am** at our Day Centre based at Greenford Community Centre  **A Basic DBS police check certificate will be required**. We can help you to obtain a free but compulsory DBS police Check if you do not have one. | |
| **□ Volunteer Driver with own car age 18+** – To provide transport for our lunchtime food collection **from Bronek’s Shop in Northfields Avenue, Ealing, to our Day Centres at Greenford Community Centre and do the reverse journey returning the empty box to Bronek’s. Mondays and or Thursdays. A DBS police check certificate will be required.** We can arrange for you to obtain one free of charge if you do not have one. | |
| **□ Receptionist at Greenford Community Centre age 18+** – **to be a welcoming face & first point of contact to help us manage enquiries to all visitors & all clients at the Age UK Ealing’s building at Greenford Community Centre. 3 or 4 hours per week on a dedicated weekday, during office hours between 10am and 4pm. (10am to 1pm or 1pm to 4pm).** Days are flexible as agreed with your supervisor **A DBS police check certificate will be required.** We can arrange for you to obtain one free of charge if you do not have one. | |
| **□ Volunteer Coffee morning assistant – age 16+ assisting our staff with refreshments & activities and be a welcoming face for our clients attending our coffee morning sessions at the Age UK Ealing’s building at Greenford Community Centre from 11 – 1pm on Fridays. A DBS police check certificate will be required.** We can arrange for you to obtain one free of charge if you do not have one. | |
| **□ Administration Volunteer age 18+ - assisting** with a range of day-to-day clerical duties such as: - Basic Data entry, Photocopying, Filing, Shredding of old files etc. **2 hrs between 10.30am & 4.00pm Wednesdays at the Age UK Ealing’s building at Greenford Community Centre. A Basic DBS police check certificate will be required.** We can arrange for you to obtain one free of charge if you do not have one. | |
| **□ Frontline Customer Service Volunteer age 18+ -** As the first point of contact for all clients, this is a key volunteering role which makes a huge contribution to the work of Age UK Ealing. You will help us to provide a welcoming voice on the telephone or a welcoming face to all visitors and help us to manage an effective referral process for enquiries.  **at the Age UK Ealing’s office Lido Centre Ealing Mon 1pm-4pm & Fri 10-1 & 1-4 & at Greenford Community Centre Wed 10-1 & 1-4, Thurs 10-1 & Fri 10-1pm. A Basic DBS police check certificate will be required.** We can arrange for you to obtain one free of charge if you do not have one. | |
| **□ IT Digital Inclusion Champion – Age 18+ over Thursdays &** Fridays am or pm for approx.2 hours based at Age UK Ealing’s building **at Greenford Community Centre. A Basic DBS police check certificate will be required. We can arrange for you to obtain one free of charge if you do not have one.** | |
| **□ OTHER – any other volunteer role not mentioned above, and we will see if we can accommodate this role** | |
|  | |
| **How much time do you have available for volunteering?**  *Please indicate the time and days that are most convenient for you*  **Days:**  **Times:** | |
| **In order that we may offer you appropriate support in your volunteer role, please advise us if you require any suitable adjustments in the working environment for you to carry out your volunteer duties.** | |

**Reference Request**

**Please supply the name and contact details of two referees** who have known you for at least 2 years and **at least one must be a current or previous employer.** Your referees **MUST NOT** be a family member **OR ANYONE** you are in a close relationship with. If you are unable to provide current referees, we will be happy to discuss this further with you.

|  |  |
| --- | --- |
| **1st Referee** | **2nd Referee** |
| **Name:** | **Name:** |
| **Title: (Mr, Mrs, Miss etc)** | **Title: (Mr, Mrs, Miss etc)** |
| **Email:** | **Email:** |
| **Postal Address:** | **Postal Address:** |
|  |  |
| **Postcode:** | **Postcode:** |
| **Tel No:** | **Tel No:** |
| **Relationship to you** (e.g., Current line manager, previous employer, friend, neighbour etc.) | **Relationship to you** (e.g., Current line manager, previous employer, friend, neighbour etc.) |
|  |  |