**Volunteer Application Form**

*Please provide your FULL name*

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **Forename:** |  **Any middle name(s):** |
| **Address:****Post Code:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone – Home:** |  | **Mobile:** |  |
| **Email:** |  |
| **Date of Birth:** |  | **Car driver?** | **Y/N** | **Use of a car?** | **Y/N** |
| **How did you find out about voluntary work with us**? e.g., Google, word of mouth, Age UK Exeter website, national media? |  |

|  |
| --- |
| **Status** *(please tick)* |
| Unemployed |  | Student |  | Retired |  |
| Working part-time |  | Working full-time |  | Other |  |

**Please note if you are under 18 years of age, Age UK Exeter will need to have the agreement of your parent/guardian before placing you. If you, the volunteer applicant, could be considered to be a vulnerable adult, we may need to consult with an appropriate professional person who knows you well before proceeding with your application.**

|  |
| --- |
| **Please tell us if you feel there is any additional support you may need to help you volunteer or any health conditions that we need to be aware of.** |
|  |

|  |
| --- |
| **Details of the person you would like us to contact in case of an emergency:** |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Relationship to you:** |  |

**All about your interest in volunteering with us**

|  |
| --- |
| **Why would you like to join Age UK Exeter as a volunteer?** (This information will help us plan your volunteering experience better.) **Which volunteering role are you interested in?**  |
|  |

|  |
| --- |
| **Please detail any qualifications, skills, experience, interests and languages.** |
|  |

|  |
| --- |
| **What days/times would you be available?** |
|  |

|  |
| --- |
| **How much time do you think you could commit to volunteering per month?** |
|  |
| **What times will you not be available, e.g. other commitments, long holidays, etc?** |
|  |

**Please supply the name and contact details of two referees**

They should not be a family member and at least one should be a current/previous employer, tutor or volunteer manager. Referees should have known you for at least one year.

If your circumstances mean that you are unable to provide details of referees we will be happy to discuss this further with you.

Please note an email address is preferable, (or if not available, a full postal address) as we do not accept phone references.

|  |  |
| --- | --- |
| **1st Referee** | **2nd Referee**  |
| **Name:** |  | **Name:** |  |
| **Email:** |  | **Email:** |  |
| **Address:** |  | **Address:** |  |
| **Tel No:** |  | **Tel No:** |  |
| **What is their relationship to you?** (e.g. former employer, friend, other) | **What is their relationship to you?** (e.g. former employer, friend, other) |
|  |  |
| **How long have they known you?** | **How long have they known you?** |
|  |  |

Convictions

|  |
| --- |
| All shortlisted volunteer applicants are required to declare whether or not they have any **unspent** convictions. Age UK Exeter will not discriminate against applicants on the basis of unspent convictions but will send a Criminal Record Declaration Form that is returned to a confidential email address within the organisation with restricted access. |

 **GDPR (General Data Protection Regulation)**

We need to collect personal information about you in order to process your application form. It will also form the basis of a confidential personal record in electronic format and initially in paper format. The data will be retained for administrative and statistical reporting purposes.

In accordance with the General Data Protection Regulation and Data Protection Act, the information provided on this form will only be disclosed to those who have a legitimate reason to see it. The lawfulness of processing this information under the General Data Protection Regulation 2018 and the Data Protection Act is Legitimate Interests and in compliance with legal obligations.

A copy of our Privacy Notice is included with the application form or attached separately via email.

***Please tell us your preferred method(s) of communication for general Age UK Exeter updates by ticking where appropriate:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Email | ¨ | Landline | ¨ | Mobile | ¨ | Post | ¨ | Answerphone message | ¨ |

If you would like to access a copy of the data we hold, please put the request in writing to the email/ address below. Your request will be processed within 30 days. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You can change your mind at any time and ask for your consent to be withdrawn by calling us on **01392 202092**, emailing **info@ageukexeter.org.uk** or writing to Age UK Exeter, The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE.

|  |
| --- |
| **VOLUNTEER DECLARATION****I declare the above information is, to the best of my knowledge, correct.** |
| **Signature:** |  | **Date:** |  |