**PRIVATE AND CONFIDENTIAL**All information will be treated in the strictest confidence.  
 Please ensure you complete all fields*.*

|  |  |
| --- | --- |
| **General Details** | |
| Title (e.g. Mr/Mrs/Ms): |  |
| Forename(s): |  |
| Surname: |  |
| Preferred to be known as: |  |
| Address: |  |
| City/Town: |  |
| Postcode: |  |
| Phone number: |  |
| Email address: |  |
|  | |
| **Personal Details** | |
| Date of Birth: Click or tap to enter a date. | |
| Gender Identification: Choose an item. | |
|  | |
| **Marital Status** (please select an option) | |
| Choose an item. | |

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| **Employment Status** (please tick all that apply) | | |
| Carer\* | Retired | Working Full-Time |
| Long Term Sick/Disabled | Student | Working Part-Time |
| Prefer not to say | Unemployed |  |

\*Carer applies to anyone providing care to another individual either in an official or unofficial capacity. This could include looking after an elderly relative, child or family member.

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| **Income Status** (please select an option) |
| Choose an item. |

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| **How would you describe your disability status?** (please tick all that apply) | |
| None | Registered Disabled |
| Blue Badge Holder | Prefer not to say |
| **Main disability** (If relevant, please select from dropdown) | |
| Choose an item. | |
| Other, please describe: | |
|  | |
| **Ethnic Group** (please select an option) | |
| Choose an item. | |
| Any other ethnic group, please describe: | |

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| **Religious Group** (please select an option) |
| Choose an item. |
| Any other religious group, please describe: |

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| **Volunteer Roles** (please tick all areas that you are interested in volunteering in) | |
| Befriending | Shopping Companion |
| Medical / Appointment Companion | Charity Shop Retail Assistant |
| Digital Champion (IT support / training) (if yes, see Digital Skills section below) | Marketing (photography / video / social media / copywriting) |
| Events support | Leaflet distribution |
| Advice and Information | Outreach |
| Office / Admin support | Catering |
| Other volunteer role, please describe: | |

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| **Are you able to volunteer in situations involving the following?** (please tick all that apply) | | | | | | |
|  | Stairs | Lifts | Smokers | Male | Female | Pets |
| Yes |  |  |  |  |  |  |
| No |  |  |  |  |  |  |

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| **Motivation** | | | |
| **What are your reasons for volunteering?** (please tick all that apply) | | | |
| To gain work experience |  | To get involved in the community |  |
| To develop new / maintain existing skills |  | To make new friends / meet people |  |
| There is a need in the community |  | I have spare time |  |
| To build up my confidence |  | The cause is important to me |  |
| Additional reasons or comments: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **What are your skills, experience, interests and hobbies?** (please tick all that apply) | | | |
| Do you have previous experience dealing with: | | | |
| Dementia | Yes | | No |
| Mobility Challenges | Yes | | No |
| Wheelchairs | Yes | | No |
|  | | | |
| **Tell us about any relevant interests, skills you could offer:** (please tick all that apply) | | | |
| Arts and Crafts | | Gardening | |
| Beautician | | Hairdressing | |
| Business / Funding Support | | Massage / Reiki | |
| Cooking | | Practical DIY Skills | |
| **Other skills,** please describe: | | | |
| **Languages spoken** (other than English): | | | |

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| **Digital Skills** (please tick all that apply) | | | | | | | | | | | |
| Would you be interested in training others in digital skills?  YES  NO | | | | | | | | | | | |
| How would you describe your skills with? | | | | Novice | | Beginner | | Intermediate | | | Expert |
| Internet (web browsing) | | | |  | |  | |  | | |  |
| Mobile phones | | | |  | |  | |  | | |  |
| Tablets/iPads | | | |  | |  | |  | | |  |
| Apple Mac computers | | | |  | |  | |  | | |  |
| Windows computers | | | |  | |  | |  | | |  |
| General troubleshooting (IT) | | | |  | |  | |  | | |  |
| **Availability** (please tick all that apply) | | | | | | | | | | | |
|  | Mon | Tue | Wed | | Thurs | | Fri | | Sat | Sun | |
| Morning |  |  |  | |  | |  | |  |  | |
| Afternoon |  |  |  | |  | |  | |  |  | |
| Evening |  |  |  | |  | |  | |  |  | |
| **Frequency** (please tick all that apply) | | | | | | | | | | | |
| Choose an item. | | | | | | | | | | | |
| **When will you be able to start volunteering?** Click or tap to enter a date. | | | | | | | | | | | |
| In order that we may offer you appropriate support in your volunteer role, please advise us of any medical conditions that may affect your voluntary role: | | | | | | | | | | | |

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| **How did you find out about volunteering with us?** (please tick all that apply) | |
| Press Advert | Referred by a friend |
| Internet | Volunteer Bureau |
| Leaflet/Poster | TV/Radio |
| Age UK Website | Presentation/Exhibition |
| From a user of Age UK | Other, please describe: |

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| **References** (a non-relative whom you have known for a minimum of 2 years) | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Relationship: |  |  |
| Address: |  |  |
| Home/Work/Mobile: |  |  |
| Mobile: |  |  |
| Email address: |  |  |
| Capacity in which the person has known you: |  |  |
|  |  |  |
| **Criminal Convictions Declaration** | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?**  YES  NO  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be considered. All guidance and criteria on the filtering of these cautions and convictions (how to help you determine whether or not they would need to be disclosed) can be found on the [Nacro website](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/%20.).  We require a Disclosure and Barring Service check (formerly CRB check). The provisions of the Rehabilitation of Offenders Act regarding non-disclosure do not apply due to this kind of work. You must disclose details of any convictions made in a court of law or otherwise and what the nature of the offence was. If none, please state none. A criminal record does not bar an individual from volunteering with AGE UK H&F. It all depends on the nature and severity of the offence and its relevance to the role that you are applying for. **Have you previously had an Enhanced CRB or DBS check for Adults?**  YES  NO  **Certification date:** Click or tap to enter a date.  **Are you enrolled on the DBS Update Service?**  YES  NO | | |
| **Data Protection Act 2018, GDPR (Comms)** | | |
| In processing any personal information or data we hold about you; we will comply with the requirements of the Data Protection Act 2018 (The “Act”). All reasonable steps will be taken to ensure data is processed fairly, kept secure, protected against loss and damage and only disclosed (unless required by law or legal process) on a need to know basis. Information on our database is strictly confidential and we do not pass on any personal data about you to outside organisations and/or individuals without your express personal consent.  Please indicate if you agree that we may:  **Send you updates and more information about Age UK H&F?**  YES  NO  The Volunteer Coordinator and Volunteer Care Team will need to contact you throughout the application process and during your volunteer journey with us, as part of the support we offer.   |  |  |  |  | | --- | --- | --- | --- | | **Yes,** **I grant permission to receive communications via:** | | | | | Email | Phone | Post | Text |  |  |  | | --- | --- | | **Yes, I would like to receive the following information:** | | | Advice & Information | News & Updates | | Events | New Volunteer Opportunities | | Quarterly Newsletter Emails |  |   By providing us with your contact details, you are agreeing to receive communications about volunteering and the work of Age UK Hammersmith and Fulham. Your contact details are kept securely and are only used to contact you on matters relating to Age UK Hammersmith and Fulham for further information, view our [Privacy Policy.](https://www.ageuk.org.uk/hammersmithandfulham/privacy-policy/) | | |

By submitting this application, I confirm that the information is true and accurate. I understand that if I am accepted as a volunteer, any misleading or false statements, omissions or misrepresentations made by me on this application may preclude me from volunteering for Age UK Hammersmith and Fulham, as well as subsequent termination of my voluntary contract. Please note, our minimum age for volunteering is 16 years, there is no upper age limit.

All volunteers who record, handle or otherwise deal with confidential information including staff, supporter or client information must ensure that such information remains confidential. All information processed by AGE UK H&F must adhere to data protection legislation, including the General Data Protection Regulation (GDPR) and volunteers must familiarise themselves with our local policies and procedures that support this legislation to ensure that they are acting within the law. A breach of confidentiality may be viewed as a breach of data protection legislation and our code of behaviour. Any suspicious activities displayed by volunteers during their engagement with Age UK Hammersmith and Fulham will be reported to the relevant official authorities for investigation.  
  
I understand that appointment as a volunteer will be subject to all the information in this application, including that relating to criminal convictions, being complete and correct and that any false information given may invalidate this application or lead to a cessation of volunteering.   
 **Signature: Date:** Click or tap to enter a date.

Thank you for your interest in volunteering with us, please return your completed form via email to our Volunteer Coordinator: [emily@ageukhf.org.uk](mailto:emily@ageukhf.org.uk). If you are solely interested in volunteering as a Digital Champion, please email: [digital@ageukhf.org.uk](mailto:digital@ageukhf.org.uk).

**Just one more thing….**

Let’s get social! Follow, like and share to help us reach more people with the important work we do…

505391E8[ageuk.org.uk/hammersmithandfulham/](http://www.ageuk.org.uk/hammersmithandfulham/)

[cid:image001.png@01D590CE.052437A0](https://www.facebook.com/AgeUKHF/)Facebook: [@AgeUKHF](https://www.facebook.com/AgeUKHF/)

[cid:image002.png@01D590CE.052437A0](https://twitter.com/AgeUKHF)Twitter: [@AgeUKHF](https://twitter.com/AgeUKHF)

[cidimage005.jpg@01D58F40.309B4A20](https://www.linkedin.com/company/age-uk-hammersmith-and-fulham/) LinkedIn:  [Age UK Hammersmith and Fulham](https://www.linkedin.com/company/age-uk-hammersmith-and-fulham/)

We rely on your support to help older people in Hammersmith and Fulham, there are many ways that you can [donate](https://www.ageuk.org.uk/hammersmithandfulham/get-involved/donate/).

Registered Charity Number: 289124