



<i>Staff use to record progress</i>		
<i>Received:</i>		
<i>Interview arranged:</i>	<i>Successful: Y / N</i>	
<i>Refs request sent:</i>	<i>Ref 1 rec:</i>	<i>Ref 2 Rec:</i>
<i>DBS link sent:</i>	<i>DBS verified:</i>	
<i>DBS Completed:</i>		
<i>Policies etc mail sent:</i>	<i>Policies read receipt:</i>	
<i>Photo for ID:</i>	<i>ID completed:</i>	

VOLUNTEER APPLICATION FORM

Role applied for (if known):		
Name:		
Address:		
	Postcode:	
Email:		
Tel (home):		
Tel (mobile):		
Emergency Contact Name:	Number:	Relationship:
Car driver:	Have own car:	

<p>Availability: We know how valuable your time is, so we try to suit your availability to the volunteering opportunity. Please indicate when you are available (eg Mondays, weekends only, negotiable etc)</p>

<p>What skills or experience do you have that you think would be useful to us and why would you like to volunteer?</p>

How did you hear about volunteering with us?	
Heard from a friend	Leaflet/ Poster (where?)
Volunteer Centre/ do-it website	Talk/Presentation
Press	Other (details)

References: In the interests of yourself and the people with whom you will be volunteering with, we need a reference from two people who have known you for at least 2 years. They must not be relatives. 1 should be professional (former employer etc). If your circumstances mean you are unable to do so, we will be happy to discuss this further.

Reference 1- Name:

Address:

Postcode:

Telephone:

Email:

Relationship to you:

Reference 2- Name:

Address:

Postcode:

Telephone:

Email:

Relationship to you:

Criminal convictions

Some of our work brings us into contact with vulnerable people. For their safety, we may need to carry out a criminal records check (DBS check) for certain volunteer roles.

Having a criminal conviction will not automatically disqualify you from volunteering with us.

Your information

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, except in circumstances where the law permits us to do so, ie if someone is at risk of harm, or if we are told to provide information about you by a court or judge.

In accordance with the Data Protection Act 1998, I agree that Age UK Leeds may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained in this application can be stored on both manual and computer files. It may be used by us on an anonymous basis for statistical reporting; information will be safely stored by us for as long as the relevant law and good practice stipulates, which is 7 years.

Signature:

Date:

Please return this form to:

info@ageukleeds.org.uk

We will contact you as soon as possible. Thank you for thinking about volunteering at Age UK Leeds. (Registered charity number 504899, registered company number 1236909)