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|  | **VOLUNTEER APPLICATION FORM**  **CONFIDENTIAL** |

We will accept this form in electronic or hard copy format. An electronic version is available on our website at [www.ageukmerton.org.uk](http://www.ageukmerton.org.uk) in the section on volunteering in “how you can help”.

All information shared in this form will be kept confidential. If handwritten, complete form in BLOCK LETTERS.

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| 1. **Your personal details:** |  | | |  | |
| Title: (Mr/Mrs/Miss/Ms/Dr): | First name: | | | Surname: | |
| Full postal address:  Postcode: | | | | | |
| Contact telephone numbers:  Home: Mobile: | | | | | |
| Email address: | | | | | |
| Date of birth: Age: | | | | | |
| Gender: Female Male | | | | | |
| Do you own a car with a valid driving licence? Yes/ No  Are you able to use it for volunteering purposes if needed for the role? Yes/ No | | | | | |
| 1. **What type of work would you like to do for Age UK Merton? Please tick the services you wish to be considered for:**   *Note: Some services may not have vacancies at any given point and may not have out of hour’s availability.* | | | | | |
| Face to face befriending  (We are starting a trial of out of hours availability for this role; Mon-Thursday until 7pm. Please specify your preferred hours in the availability section of this application) | |  | Admin Support (Befriending, Info & Advice, Volunteering, At Home Services, CEO office, Activities or general)  Please specify preference | |  |
| Walker Befriender | |  | Outings Leaders & Assistants | |  |
| Activity Leaders & Assistants | |  | Ad Hoc Promotion & Events | |  |
| Manicure/Chiropody | |  | Tablet Trainer | |  |
| Fundraising Group | |  | Fundraising Collection | |  |
| Lunchtime Leaders & Assistants | |  | Reception | |  |
| Information & Advice - Assistant | |  | Other (please specify) | |  |
| Gardening | |  |  | |  |

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| 1. **About yourself.** This will help us in finding the right placement for you. |
| What type of paid or voluntary work have you done? (Brief description and time spent at job)  Have you done any voluntary work before? (if yes state where, what type, how long for and induction/training you were given for the role)  What skills/experience could you bring to Age UK Merton?  What day(s) and time of day would you be available? Tick availability.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | Am | Am | Am | Am | Am | Am | Am | | Pm | Pm | Pm | Pm | Pm | Pm | Pm | | After 5 | After 5 | After 5 | After 5 | After 5 | After 5 | After 5 | |

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| 1. **Qualifications/Training & Volunteering** |
| Have you any relevant qualifications? (If yes please state which)  Have you attended any relevant training courses? (if yes state which)  Would you be willing to go on any training courses with our organisation? |

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| 1. **Where did you find out about volunteering with us?** Tick all that applies | | | | | |
| Word of mouth |  | Age UK Merton volunteer |  | Age UK Merton staff |  |
| Age UK London |  | Age UK Merton building |  | Age UK Merton website |  |
| Do. It website |  | Other Volunteer Centre (specify) |  | Voluntary organisation (specify) |  |
| Local library  (specify) |  | Newspaper/article  (specify) |  | Other (specify) |  |

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| 1. **Consent** |
| Are you happy for us to keep and store your personal information on our confidential database? We don’t share your information unless we have discussed a referral to an outside organisation or you disclose anything relating to safeguarding which in some cases we may be duty bound to share. You can ask for them to be removed at any time.  Yes/No |

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| 1. **Criminal Offences and DBS check** |
| Have you ever been convicted of a crime, including all unspent convictions? Yes / No  If yes, please provide details as Age UK Merton will need to assess if you are able to volunteer with us. A disclosure does not necessarily exclude you from volunteering with us.  *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website*  Some volunteer roles require a Disclosure & Barring Services (DBS) check.  Do you consent for Age UK Merton to carry out this check? Yes/No |

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| 1. **Health**   Please give us information about your health to enable placement in the correct role. A disability or health condition does not exclude you from volunteering with us. |
| Do you have a physical or mental health condition/s? Yes / No |
| If yes, please give details. |

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| 1. **Languages spoken** |
| Are you fluent in other languages? Yes /No  If yes, specify language/s spoken: |

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| 1. **Employment status:** tick all status that applies | | | |
| Employed |  | Student |  |
| Unemployed and seeking employment |  | Retired |  |
| Not currently seeking employment |  |  |  |

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| **Emergency Contact details** (someone we can contact on your behalf in case of emergency. Please inform them that they are your contact) | |
| First Name | Surname |
| Address | Home telephone Mobile telephone |
| Email: | |
| Relationship to you: | |

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| **References**: Before a placement can be made, in the interests of our clients and our organisation, it will be necessary for us to obtain two references.  Please detail below two people that we can approach. These should be people who know you well (at least two years) and should not be a relative. | |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Address:  Postcode: | Address:  Postcode: |
| Email | Email |
| Telephone: | Telephone: |
| How are they known to you? | How are they known to you? |
| How long have they known you for? | How long have they known you for? |
| Can we contact them prior to interview? | Can we contact them prior to interview? |

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| **Ethnic background (tick as applicable)** | | | |
| **White:** | | **Black:** | |
| British |  | British |  |
| Irish |  | African |  |
| European |  | Caribbean |  |
| White Other |  | Black Other |  |
| **Asian:** | | **Mixed:** | |
| British |  | Mixed White and Asian |  |
| Bangladeshi |  | Mixed White and African |  |
| Chinese |  | Mixed White and Caribbean |  |
| Indian |  | Mixed Other background |  |
| Pakistani |  |  |  |
| Tamil |  |  |  |
| Asian Other |  |  |  |
| Other ethnic background (specify) |  | Do not wish to disclose |  |

Signature: Date:

Please return the form to:

By email to [volunteering@ageukmerton.org.uk](mailto:volunteering@ageukmerton.org.uk) or

By post to Volunteer Coordinator, Age UK Merton, 277 London Road, Mitcham, Surrey CR4 3NT. Please mark the envelope private and confidential.

Edited September 2018