Thank you for your interest in volunteering for Age UK Norfolk. Please complete this form and return it by post to the Volunteer Coordinator, Age UK Norfolk, Henderson Business Centre, 51 IVY Road, Norwich NR5 8BF or by email to volunteering@ageuknorfolk.org.uk. The information provided in this form is strictly confidential. Please refer to our website (or ask) for a copy of our Privacy Policy.

|  |  |  |
| --- | --- | --- |
| Title: |  | Postal address (including Post Code): |
| Forenames in full: |  |
| Known as (if different): |  |
| Surname: |  |
| Email address: |  |
| Phone number: |  |
| Date of Birth |  |  |

|  |  |
| --- | --- |
| Where did you hear about volunteering with Age UK Norfolk? (if a website which one?) |  |

|  |
| --- |
| What area of volunteering are you interested in? (please tick)  |
|  | Money matters |  | Benefit outreach  |  | Telephone befriending |
|  | Information & advice |  | Advocacy |  | Travel Companionship  |
|  | Fundraising  |  | Administration  |  | Digital inclusion |
|  | Other (please specify): |

|  |
| --- |
| Why are you interested in volunteering? (please tick) |
|  | To build confidence |  | To get involved in the community |
|  | To develop new skills |  | To maintain existing skills |
|  | To gain work experience |  | To make new friends |
| Other, please specify: |

|  |
| --- |
| Please outline any relevant skills, interests, hobbies or previous experience you have: |
|  |

|  |
| --- |
| Please give details of any relevant training undertaken or qualifications held: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a valid UK Driving Licence and have access to a car? |  | Yes |  | No |

|  |
| --- |
| Do you have any health problems or disabilities which we should be aware of? |
| If yes, please give details of any support that we can offer you in your role: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Employment status |  |  Working (full-time or part-time) |  |  Unemployed |
|  |  Long-term sick/disabled |  |  Retired |

|  |  |
| --- | --- |
| When would you be able to begin volunteering? |  |
| How many hours per week are you looking to volunteer for? |  |

|  |
| --- |
|  How would you like us to communicate with you? |
|  |  Email |  |  Letter  |

Please provide details of two referees who are not directly related to you by blood or marriage, not a partner and who have known you for at least two years.

|  |  |  |
| --- | --- | --- |
| Next Of Kin | Referee 1 (current or recent employer) | Referee 2 |
| Name: | Name: | Name: |
| Address: | Address: | Address: |
| Postcode: | Postcode: | Postcode: |
| Phone Number: | Phone Number: | Phone Number: |
| Email: | Email: | Email: |
| Relationship: | Relationship: | Relationship: |

In the event of an emergency situation (please tick **ONE** of the following statements):

|  |  |
| --- | --- |
|  | I give consent for my Emergency Contact to be contacted. |
|  | I do not wish to provide Emergency Contact details and take responsibility that Age UK Norfolk will not be able to contact someone for me. |

A DBS (criminal check) will be required for this job role.

**Criminal Offences**

We ask staff/volunteers to declare whether they have any offences that are currently unspent so we can consider whether they are relevant to the employment/volunteer role.  Many of our roles involve direct contact with Age UK Norfolk clients therefore we need to carry out a Disclosure & Barring Service (criminal records) check for these roles as part of the recruitment process. Do you have anything you wish to declare?

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** |  | **No** |

If you have ticked yes or wish to discuss this further please contact us about this confidential matter on volunteering@ageuknorfolk.org.uk. If your role requires an Enhanced DBS check we will let you know before the check is done. The result of Enhanced DBS check will return any Spent or Unspent convictions so if you wish to discuss this ahead of the check please contact us.

A copy of our Recruitment of ex-offenders policy is available upon request.

**Are you eligible to volunteer in the UK?** Yes[ ] No [ ]

We may ask to see documentation proving you are eligible to volunteer within the UK.

**Personal Declaration**

I certify that all the information given on this form is correct.

|  |  |
| --- | --- |
| Date |  |
| Signature |  |

Age UK Norfolk is committed to ensuring equality of opportunity in its recruitment of staff and volunteers. As part of our monitoring process we ask for your cooperation in completing the questions on this form. We wish to assure you that the information provided:

* Will not be used as part of the selection process
* Will be regarded as confidential and will only be used for monitoring purposes

**Sex**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male |  | Female |
|  | Prefer not to say |  | Other (please specify) |

**Age**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Under 18 |  | 18-24 |  | 25-29 |
|  | 30-44 |  | 45-64 |  | 65-74 |
|  | 75-84 |  | Over 85 |
|  | Prefer not to say |

**Ethnic Origin**

|  |  |  |  |
| --- | --- | --- | --- |
|  | White (British) |  | White (Irish) |
|  | White (Other) |  | Black or Black British (African) |
|  | Black or Black British (Caribbean) |  | Black or Black British (Other) |
|  | Mixed (White & Black Caribbean) |  | Mixed (White & Black African) |
|  | Mixed (White & Asian) |  | Mixed (Other) |
|  | Asian or Asian British (Indian) |  | Asian or Asian British (Chinese) |
|  | Asian or Asian British (Pakistani) |  | Asian or Asian British (Bangladeshi) |
|  | Asian or Asian British (Other) |  | Other (Eastern European) |
|  | Other (Western European) |  | Other (Gypsy/Romany Traveller) |
|  | Other ethnic group (please specify) |
|  | Prefer not to say |

**Do you consider yourself to have a disability?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
|  | Prefer not to say |