**VOLUNTEER APPLICATION FORM**

Reference:

**PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: Mr/Mrs/Miss/Ms/Other\* | | Surname:\* | | | |
| First Name(s):\* | | | | | |
| Address:\* | | | | | |
| Phone Number:\* | | Mobile Phone Number: | | | |
| E-mail Address: | | Date of Birth: | | | |
| **Preferred method of contact**:  *(please tick)* | Home Phone | | Mobile Phone | Email | Letter |

|  |
| --- |
| **EMERGENCY CONTACT / NEXT OF KIN**  *(an emergency contact is required during your volunteering with the organisation. Please fill in the details of the person you would like us to contact in an emergency)*  Name:\*  Address:\*  Postcode:  Tel No:\*  Relationship to you:  **YES / NO**  Has this person agreed to be your emergency contact?\* |

**The Data Protection Act (2018) -** Information on our database is **strictly confidential** and we do not pass on any personal data about you to outside the organisations and/or individuals without your personal consent. Please indicate if you agree that we may:

Keep basic information from this form?\*

**YES / NO**

*(for internal use only, this helps us to track your application and*

*training we offer)*

**YES / NO**

Send you updates and information about Age UK North Cumbria?\*

**ACTIVITIES**

Please highlight the activities that are of particular interest to you. You may wish to volunteer across a number of these, so please highlight all those that apply.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information and Advice** | **Age Friendly Ambassador** | **Shops** | **Social Engagement** | **Shopping Service** |

As we are often developing new services, we may be able to consider you for other roles. Please let us know if there is anything not listed above you would like to consider.

|  |
| --- |
|  |

**AVAILABILITY**

How often would you like to volunteer? *(Please tick)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Daily: | Weekly: | | Monthly: | | One Off: |
| DAY | | MORNING | | AFTERNOON | |
| Monday | |  | |  | |
| Tuesday | |  | |  | |
| Wednesday | |  | |  | |
| Thursday | |  | |  | |
| Friday | |  | |  | |
| Saturday (shops only) | |  | |  | |

**DRIVING**

|  |  |  |
| --- | --- | --- |
| Do you hold a full driving licence? | Yes | No |
| Do you have your own transport?  Car Registration Number (if applicable) | Yes | No |
| Would you be prepared to use your transport for voluntary work? Mileage Expenses will be offered. | Yes | No |

*(****Insurance*** *- permission will be needed from your insurance company to use your vehicle for voluntary work and confirmation will need to be shown)*

|  |
| --- |
| Where would you like to volunteer?  *(i.e. how far from your home would you be prepared to travel?)* |
| When would you be able to begin volunteering? |
| **ABOUT YOU**  *In order to offer volunteer opportunities that are suitable to you - please let us know your interests, hobbies and skills, and what experiences you have that you would you like to share?*  *(this may include qualifications, employment and other voluntary work)* |

*(please feel free to continue on a separate sheet if necessary)*

As an agency working with vulnerable people, certain volunteer roles are considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 and any convictions must be declared. You must disclose all previous convictions; none of these may be considered spent.

**Have you ever been convicted, warned, reprimanded or**

**YES / NO**

**cautioned for a criminal offence, or liable in a civil case?\***

(if yes, details will be required from you on a separate sheet -

in strict confidence)

**Are there any prosecutions pending?**\* **YES / NO**

(if yes, details will be required from you on a separate sheet -

in strict confidence)

**We may require a disclosure from the Disclosures and Barring Service (DBS)**

Do you give your permission for us to carry out a check?\*

**YES / NO**

**REFERENCES**

Please give details of two people who could provide a reference for you.

They must have known you for at least 2 years and they must not be family members.

As your role may involve interaction with vulnerable people, it is important that your references are as strong as possible.

We ask that at least one of your references be from someone that knows you in a professional capacity or they have a professional role (i.e., previous employer, a volunteering role manager, religious leader, police, or a nurse etc.) Please notify the people that you wish to act as referees.

If the details below are not completed, we will not be able to process your application.

|  |  |
| --- | --- |
| Name:\* | Name:\* |
| Address:\*  Postcode: | Address:\*  Postcode: |
| Phone No:\* | Phone No:\* |
| E-mail: | E-mail: |
| How do you know this person?\* | How do you know this person?\* |

|  |
| --- |
| As an Age UK North Cumbria volunteer, we would require you to complete training relevant to your role. Please tick to show you agree to this. |

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

Signature:\*

Date:

Chairman: Mr C Fuller. Chief Executive: Mrs A Ambrose. Age UK North Cumbria is a registered charity (1128565) and company limited by guarantee. Registered in England and Wales No: 6785041. Registered Office: 20 Spencer Street, Carlisle, Cumbria, CA1 1BG.