

**Volunteer Application Form**

The data provided on this form will be used by Age UK North Staffordshire for the purposes of supporting our volunteers – and administering, evaluating and monitoring the quality of our volunteer management. We shall use the information you have supplied to us in accordance with the Data Protection Act and the Charity’s Data Protection policy. Information held by Age UK North Staffordshire is strictly confidential and we do not pass on any personal data about you to other organisations and/or individuals without your consent.

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| Your details |
| Name: | Emergency contact name: |
| Telephone: | Emergency contact telephone: |
| Address: | Emergency contact relationship: |
| Emergency contact address: |
| Postcode: | Emergency contact postcode: |
| Email address: | Emergency contact email address: |
| Gender:  | Has this person agreed to be Yes No your emergency contact? |
| Do you have a disability or health condition that we should be aware of so that we can better support you and ensure we know what to do in case of an emergency? *Please specify:* | Yes No | *Some of our volunteer roles are eligible for a Disclosure and Barring Service check. Organisations are entitled under the Rehabilitation of Offenders’ Act\* to ask the following question – and the potential volunteer is required to answer:* Do you have any convictions, cautions, Yes No reprimands or final warnings which would not be filtered in line with current guidance?*If you answered yes, please provide a details on a separate sheet of paper, sealed in an envelope, marked Private and Confidential, for the attention of Mr Peter Bullock, Chief Executive.* |
| Do you have any access needs? Yes No *For example, for a wheelchair or large print for reading? We will use this information to assess which volunteer environments are most suitable for you.**Please specify:* |
| I give my ongoing permission to Age UK North Staffordshire to carry out regular DBS Update Service checks, where appropriate, while I am an Age UK North Staffordshire volunteer. I understand that this data will be recorded and filed in accordance with the Data Protection Act and the charity’s Data Protection Policy.Signature:  Date of birth:  |
| Do you have a driving licence? Yes No |

\*The amendment to the Exceptions Order 1975 (2013) provides that certain spent convictions and cautions are not subject to disclosure - and cannot be taken into account. Guidance may be found: [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

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| **The volunteer role** |
| Role applied for: | What is the one main reason for volunteering for Age UK? The Age UK charitable cause  To meet new people  To add skills to my CV  Work experience  Other*Please specify:* |
| Please tell us a little bit about yourself including any skills and experience to support your application. **Please feel free to continue on a separate sheet**: |
| How did you find out about us? Family or friend  Shop poster  Newspaper or TV advertisement Age UK website Other*Please specify:* |
| Your age: |  Under 16\* 16-20 21-30 31-50 51-60 61-70 Over 70 |
| Your availability: | **Monday**  AM PM | **Tuesday**  AM PM | **Wednesday** AM PM |
|  |  **Thursday**  AM PM | **Friday**  AM PM |  |
| Name and contact details of two referees, who have known you for at least two years and are NOT family members: |
| Referee one: | Referee two: |
| How do you know referee one? | How do you know referee two? |
| Referee telephone number: | Referee telephone number: |
| Referee email address: | Referee email address: |
| Referee address: | Referee address: |
| From time to time we will send you updates and information about volunteering at Age UK North Staffordshire. Please tick if you agree that we may also send you other updates and information about the vital work we do for Older people. Email Post |
| I understand that any volunteer role offer with Age UK North Staffordshire is subject to appropriate references and that Age UK North Staffordshire has a comprehensive set of policies and values that reflect the Age UK North Staffordshire approach and that of our volunteers. I certify that all the information provided on this form is accurate.  |
| Signature: | Date: |

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Please return this form, marked Private and Confidential, to: FREEPOST RRAA-JYLA-BJYZ

 Jayne Dawson

 Finance and Administration Manager

 Age UK North Staffordshire

 83-85 Trinity Street, Hanley

 Stoke on Trent, ST1 5NA