



## VOLUNTEER APPLICATION FORM

This form is to be completed for volunteering opportunities with Age UK Northamptonshire  
(*not for Volunteer Community Responders*).

Please kindly fill out the below information and we will be in touch.

### EQUAL OPPORTUNITIES MONITORING FORM

In accordance with its policy on equal opportunities, the Charity will provide equal opportunities to any Volunteer applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, sex, sexual orientation, religion or belief, marital status, age or disability.

In order to assess how successful this policy is we have set up a system of monitoring all Volunteer applications. We would, therefore, be grateful if you would complete the questions on this form. All information will be treated in confidence and will only be shared with relevant personnel.

How did you hear about us?		Today's date:	
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First Name:		Surname:	
Date of Birth:		Gender:	
		Ethnicity:	
Address:			
Mobile Phone:		Home Phone:	
Email Address: (Please supply)			
First Language:		Other Languages Spoken:	

*Students only Educational setting name:		* Students only Placement hours required:	
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## VOLUNTEERING OPPORTUNITIES

Please mark an 'X' next to the volunteer opportunity of interest and note days / times role available.

For some Retail opportunities, marked with an '\*', we ask that you are 18+ years, be able to work independently and be confident to operate the till (training would be given).

Role	Mark with 'X'
<b>Telephone Befriending:</b> Friendly weekly telephone calls to local older people from the comfort of your own home – 1 hour a week is all that is required (Mon-Fri during office hours). <i>Not suitable for student placements.</i>	
<b>Day Centre Towcester:</b> Lesson Court, Lesson Road, NN12 6HS Thu 10am-3pm	
<b>Day Centre Kettering:</b> Baptist Church, Rockingham Road, NN16 9JA Fri 10-3pm <i>Not suitable for student placements.</i>	
<b>Reception:</b> The William and Patricia Venton Centre, York Road, Northampton, NN1 5QJ Tue 2-4pm and/or Fri 2-4pm. <i>Not suitable for student placements.</i>	
<b>Admin Bereavement Counselling Team Irthlingborough:</b> Waterside House, Station Road, NN9 5QF (x2 mornings pw 9-12.30pm). Candidates must be trained in Windows packages, i.e. Excel, Word, Access. Training would be given for AUKN system. <i>Not suitable for student placements.</i>	
<b>Admin – Finance Team Irthlingborough:</b> Waterside House, Station Road, NN9 5QF Mon or Tue 9-12.30pm <i>Not suitable for student placements.</i>	
<b>Admin – Sales and Marketing Team:</b> The William and Patricia Venton Centre, York Road, Northampton, NN1 5QJ Tue 10-11am or 10-12pm	
<b>Charity Shop Burton Latimer:</b> 14 Churchill Way, NN15 5RU Mon 11-1pm (stock control) * Fri 1-4pm, Sat 12-3pm	
<b>Charity Shop Higham Ferrers:</b> 12 High Street, NN10 8BL * Mon 1-4.30pm, Sat 9-1pm and / or Sun 10-4pm	
<b>Charity Shop Kettering:</b> 62 Stamford Road, NN16 8LL * Mon 12.30-4pm, Fri 1-4.30pm and / or Sat 9-1pm	
<b>Charity Shop Kingsthorpe:</b> 14 Alexandra Terrace, NN2 7SJ Fri 9-4pm and / or Sat 9-3pm and / or Sun 10-4pm * Mon 9-12pm and / or Tue 9-12pm	
<b>Charity Shop Northampton:</b> 18 St. Giles Street, NN1 1JA * Mon 9-4.30pm, Tue 9-4.30pm, Thu 9-4.30pm and / or Sat 9-4.30pm	
<b>Charity Shop Rothwell:</b> 30 Bridge Street, NN14 6JW Wed 1-4pm, Thu 9-12pm, Fri 9-4pm * Mon, Tue 1-4pm and / or Sat 9-4pm	
<b>Charity Shop Thrapston:</b> 38 High Street, NN14 4JH * Mon, Tue, Wed, Thur, Fri 9-4pm, Sat 9-3pm	
<b>Fundraising:</b> We welcome offers fundraising opportunities from the local community. If you have an event coming up and would like to raise vital funds for Age UK Northamptonshire, please complete this form.	

## DATA PROTECTION

Information from this application may be processed for purposes registered by the organisation under the General Data Protection Regulation (GDPR) 2018. The GDPR gives you the right to request a copy of the information we hold about you. We want to make sure that your personal information is up to date so you can also request that this information is amended or deleted. If you would like a copy of the information we hold about you, please email or write to us at the address at the end of this form. We aim to comply with requests for access to personal information as quickly as possible and we will ensure we deal with requests within 1 month of receipt unless there is a justifiable reason for a delay.

## ASYLUM AND IMMIGRATION ACT 1996 PROOF OF LEGAL RIGHT TO LIVE IN THE UK

Please indicate which of the following you are able to provide to prove your eligibility to live in the UK (please mark with an 'X'):

Valid European Union Passport		UK Driving Licence	
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## DISABILITY DISCRIMINATION ACT 1995

Please indicate if you have any special requirements to enable you to attend an interview:

Yes		No	
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Please provide details:

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Please provide information of any medical/health conditions that might affect the type of volunteer work you could do, i.e. mobility, disabilities, unable to work independently (requiring supervision):

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Please use this space to outline experiences, skills and interests that could be used within your role as a Volunteer:

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Please use the space below to notify the Volunteer Co-ordinator of any relevant details that may support your application:

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## REFERENCES

Please provide the contact details of two Referees below and their email addresses, contact number if possible (supplying these often speeds up the application process). The Charity cannot accept references from family members or those who've known you less than 1 year.

**Please ensure email addresses are correct, and you have permission from the Referee to include their details.**

Referee 1

Name:	
Email Address (mandatory field):	
Phone Number:	
Postal Address:	
Relationship to you:	

Referee 2

Name:	
Email Address (mandatory field):	
Phone Number:	
Postal Address:	
Relationship to you:	

## CRIMINAL CONVICTIONS

Some voluntary positions require the Charity to complete a Disclosure and Barring form (DBS). Please provide details of any convictions, cautions or reprimands or any proceedings being instituted against you. You may prefer to include details on a separate sheet and insert into a sealed envelope, marked for the attention of **Volunteer Co-ordinator**. All information is confidential and will be considered on an individual basis.

Please provide information of any criminal convictions that might affect the type of volunteer work you could do:

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I hereby give my consent to Age UK Northamptonshire processing the data supplied in this application form for the purpose of recruitment and selection.

I give my consent (please mark with an 'X'): ☐

**Thank you for your interest in volunteering with us.**

Please return to: Volunteers Co-ordinator, Age UK Northamptonshire,  
The William and Patricia Venton Centre, York Road, Northampton, NN1 5QJ

Email: [volunteers@ageuknorthants.org.uk](mailto:volunteers@ageuknorthants.org.uk)

Registered charity number 1059995