

**VOLUNTEER APPLICATION FORM**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Address** |  |
|  |
| **Post Code** |  |
| **Email** |  |
| **Telephone No.** |  |
| **Mobile No.** |  |

**The following list covers some of the volunteering opportunities that we offer; please indicate the areas which you may be interested in:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1-to-1 Befriending** |  | **Telephone Befriending** |  | ***Wanstead Activity Centre:*** | |  |
| **Reception** |  | **Digital Champions** |  |  | ***Front of House*** |  |
| **Admin** |  | **Di’s Diamonds** |  |  | ***Kitchen*** |  |
| **Falls Prevention** |  | **Advice Service** |  |  | ***Group Leader*** |  |
| **Care Navigation** |  | **Dementia Service** |  |  | |  |  |
|  |  |

**Please give details of any other contribution you could make** (e.g. Another language)

**Are you currently employed? Yes  No**  **If yes, full time  part time**

**Occupation:**

**Please indicate your availability for volunteering e.g. Days / Times (am/pm)**

**How did you hear about our volunteering opportunities?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From friend / family** |  | **From another volunteer** |  | **Advertisement** |  |
| **Newspaper** |  | **Age UK Website** |  | **Age UK client** |  |
| **Redbridge Volunteer Centre** |  | **Havering Volunteer Centre** |  |  |  |

**Other**

|  |
| --- |
| **What experience do you have of working with/helping older people? (Formal or informal e.g. family, neighbours)** |
| **……………………………………………………………………………………………………………………….**  **……………………………………………………………………………………………………………………….**  **……………………………………………………………………………………………………………………….** |
| **Have you done any voluntary work before? If so – what / when etc.** |
| ……………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………..…  …………………………………………………………………………………………………………………………………………………………………………. |
| **Why do you wish to volunteer for Age UK Redbridge, barking & Havering?** |
| …………………………………………………………………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………. |
| **Please tell us about any relevant experience or training** |
| …………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………………………. |
| **What personal qualities do you have which you could apply to volunteering? E.g. sense of humour** |
| …………………………………………………………………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………. |
| **Please tell us about your hobbies and interests** |
| …………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………. |

**REFERENCES**

**Please provide details of two referees, and their relationship to you. We require at least one professional. This must be someone who has known you in a formal capacity for at least one year i.e. a previous employer.**

**The second can be a personal reference, someone who knows you personally and can speak to your character and trustworthiness. This cannot be a family member.**

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| --- | --- | --- | --- |
| **REFEREE ONE (PROFESSIONAL)** | | **REFEREE TWO (PROFESSIONAL OR PERSONAL)** | |
| **Name** |  | **Name** |  |
| **Email** |  | **Email** |  |
| **How do you know this person?** |  | **How do you know this person?** |  |

|  |  |  |
| --- | --- | --- |
| **Do you hold a current full British/EC driving licence?** | **Yes** | **No** |
| **Do you have access to a car?** | **Yes** | **No** |
| **Do you consider yourself to have a disability?** | **Yes** | **No** |
| **Are there any reasonable adjustments that we need to be aware of in recruitment?** | **Yes** | **No** |

**Please confirm that you are over 18 years of age YES**

As a volunteer with Age UK Redbridge, Barking & Havering, you will have contact with older people who may be frail and vulnerable. Having a criminal conviction does not necessarily exclude you from volunteering with us.

**A DBS check will be undertaken for roles.**

**Data Protection**

**By signing this form, you are consenting for Age UK Redbridge, Barking & Havering to hold relevant personal information about you on our secure database Charitylog. Please read the Privacy Notice on the following page which outlines your rights under Data Protection legislation.**

|  |  |
| --- | --- |
| **Signed** | **Dated** |

**Thank you for your interest in volunteering with Age UK Redbridge, Barking & Havering.**

**Please return this form by post or email to:-**

**The Volunteer Team**

**Age UK Redbridge, Havering & Barking, 4th Floor 103 Cranbrook Road, Ilford, Essex IG1 4PU**

**Email:** [**volunteer@ageukrbh.org.uk**](mailto:volunteer@ageukrbh.org.uk)

**Tel: 0208 911 2936**

**Website: www.ageukredbridgebarkinghavering**

# **Age UK Redbridge, Barking & Havering Volunteer Privacy Notice**

How your information will be used

1. The information the Charity holds regarding volunteers will be used for our management and administrative use only. We will keep and use it to enable us to run the charity and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are volunteering for us, at the time when your volunteering ends and after you have left. This includes using information to enable us to comply with any legal requirements, pursue the legitimate interests of the Charity and protect our legal position.
2. We may sometimes need to process your data to pursue our legitimate charitable interests, for example to prevent fraud, administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.
3. Much of the information we hold will have been provided by you and you will have given explicit consent for us to process that information. Some may come from other internal sources, such as your line manager, or in some cases external sources, such as referees.
4. The sort of information we hold includes your application form and references, and documents you have signed; correspondence with or about you, contact and emergency contact details; information needed for equal opportunities monitoring policy; and records such as training records and supervisions
5. You will inevitably be referred to in some Charity documents and records that are produced by your colleagues in the course of carrying out their duties and the business of the Charity, such as service user or client histories on Charitylog.
6. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so.
7. The length of time your personal data will be stored for is dependent upon the nature of that data. Your personal data will be stored whilst you are a volunteer of Age UK Redbridge, Barking & Havering. If you leave Age UK Redbridge, Barking & Havering we will only retain data that is relevant to a purpose, for example providing references.
8. If in the future, we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Your rights

1. Under the General Data Protection Regulation 2018 (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
2. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
3. You have the right to lodge a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Contact details

1. Age UK Redbridge, Barking & Havering is the controller and processor of data for the purposes of the GDPR.

If you have any concerns as to how your data is processed you can contact: -   
The Volunteer team - [volunteer@ageukrbh.org.uk](mailto:volunteer@ageukrbh.org.uk). or telephone 0208 911 2936.

**Age UK Redbridge, Havering & Barking, 4th Floor 103 Cranbrook Road, Ilford, Essex IG1 4PU**