

**CONFIDENTIAL VOLUNTEER APPLICATION AND REGISTRATION FORM**

Age UK Suffolk is a local independent charity working with and for older people living in Suffolk. We currently support over 21,000 older people and their families with vital services, support and information however it costs around £2m to deliver our services each year and all of this income is sourced from non-statutory sources.

By showing your interest in becoming a volunteer with Age UK Suffolk, no matter how much, or how little time you can spare each week, you will be valued and warmly welcomed to our team of volunteers.

It is important to us that we find you an interesting and enjoyable volunteer role to suit your needs, skills and expertise and therefore we need to ask you for some information before we can get you started.

Please complete this form and return it by email to: volunteer@ageuksuffolk.org or by post to: **Volunteering, Age UK Suffolk, 14 Hillview Business Park, Old Ipswich Road, Claydon, Ipswich, Suffolk, IP6 0AJ**

**Personal Details**

|  |  |
| --- | --- |
| Name: | Title: |
| Address: |  Postcode: |
| Telephone No: | Home: | Mobile: |
| Email Address: |
| **Which volunteer opportunity are you interested in?** Which service or function are you initially interested in becoming a volunteer for? If you already know what you would like to do to help us, please let us know below, otherwise you may like to look at our website (www.ageuksuffolk.org) for further information on our current volunteering opportunities. If you are unsure we will be happy to discuss our opportunities with you. |
| **Have you ever thought about doing some fundraising?**Fundraising is great fun and you can help our fundraising team whenever and as often as it suits you. Some people help every month whereas others help us once or twice a year at events like store collections, fetes, quiz nights etc. No matter how often you help, we guarantee you will have fun and enjoy being part of the team. Please circle the box below if you would like to be added to our fundraising volunteer list. Yes, I would like to fundraise for you: **Regularly** [ ]  **Occasionally** [ ]  **No thank you** [ ]  |

**Availability**

To help us identify a suitable placement for you, please would you let us know when you can volunteer for us? Please indicate the days and/or times you are available.

|  |
| --- |
| **All Volunteers:**  Mon Tues Weds Thurs Fri Sat (shop volunteers only) What are the maximum hours you would like to volunteer for in one ‘session’? hrs  **Fundraising Volunteers only:** **Evenings/****Weekends** Mon Tues Weds Thurs Fri   Sat Sun |

**Interests, Skills and Experience**

To help us match you to a suitable volunteering opportunity that you will enjoy, please use the space below to tell us a little more about yourself. We would particularly like to find out more about your skills, interests and experiences both professionally, socially and, if you have any previous volunteer experience, please give details.

|  |
| --- |
|  |

**Reason for Volunteering**

To help us make your volunteering experience as rewarding as possible, please tell us why you have taken the step to become a volunteer for Age UK Suffolk. Please tick as appropriate.

|  |  |
| --- | --- |
| To make new friends [ ]  | To make a difference to people’s lives [ ]  |
| To develop new skills and be more active [ ]  | To gain work experience [ ]  |
| I enjoy working with older people [ ]  | To use and retain my existing skills and experience [ ]  |
| To build up my confidence [ ]  | To be part of a team and mix with people from other age groups [ ]  |
| I simply enjoy volunteering and have time to give [ ]  | To feel part of my local area and get to know local people [ ]  |
| Any other reason |

**Emergency Contact Details**

We may have to quickly contact someone on your behalf in the event of an emergency. Please provide us with the name of the person you would like us to ring in the event of an emergency.

|  |  |
| --- | --- |
| Name: | Relationship to you |
| Contact Numbers | Home No: | Work No: |
|  | Mobile No: |

**Where You Heard About Us**

To help us with our volunteer recruitment process, it would be helpful if you could tell us where you heard about volunteering with Age UK Suffolk. Please indicate as appropriate:

|  |
| --- |
| Volunteer Centre [ ]  Website/Internet [ ]  Post/Leaflet [ ]  Friend/Current volunteer [ ] Media [ ]  Presentation/Talk [ ]  Recruitment Event [ ]  Library [ ] Other (please state)  |

**References**

Please provide us with the names of two persons who can provide you with a reference (please remember to check that they are happy to be contacted as a referee). They should not be related to you and, ideally, they must have known you for at least a year. If you are, or have recently been employed, then we would prefer your referee to be your last employer if possible. If it is difficult for you to provide referees please call us on 01473 298684.

**Referee Details**

|  |  |
| --- | --- |
| Name | Name |
| AddressPost Code | AddressPost Code |
| Contact Tel No | Contact Tel No |
| Email | Email |
| How long have you known this person? | How long have you known this person? |
| In what capacity do you know this person? | In what capacity do you know this person? |

**Criminal Convictions**

Please note that if you are volunteering in a service working directly with our clients, we will need to carry out a Disclosure & Barring Service (DBS) check and will contact you in this regard once your form has been returned to us if this is required for your role. However, we do require all volunteers to declare whether or not they have a criminal record and request that you tick the appropriate box below.

**Do you have any unspent convictions, cautions, reprimands or warnings?** Yes [ ]  No [ ]

**Declaration/Agreement**

I hereby declare that to the best of my knowledge the information I have given is true and accurate. I understand that the information supplied by me on this form and other forms sent to me during the registration process, will be held on both a web-based database and in a paper record file and I agree to the keeping of my records in these formats. I understand my information will be kept secure and used only by Age UK Suffolk. I understand my information will be accessed and used only in relation to my volunteering role for administrative, statistical and operational purposes and will not be disclosed to any third party without my agreement. I further understand that under the General Data Protection Regulations (GDPR) May 2018, I have the right to request a copy of any personal data held on me.

**Signed:** **Date:**

**Thank you for your interest in volunteering with Age UK Suffolk**

**DIVERSITY & EQUAL OPPORTUNITIES MONITORING FORM**



Age UK Suffolk does not unjustifiably discriminate against volunteers and the information we gather complies with the General Data Protection Regulations May 2018 (See leaflet on How We Use Your Personal Information). This form will enable us to support you in your volunteering role, provide statistical data on diversity and equal opportunities and continue to develop relevant policies.

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title (Mr/Mrs/Ms/Miss/Dr) |  |
| First Name |  | Gender | Male [ ]   | Female [ ]  | Prefer Not To Say[ ]  |
| Age  |  | Date of Birth |  |
| Employed  | Yes [ ]   | No [ ]   | Retired [ ]  |  Student [ ]   |

**DISABILITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you Registered Disabled?  | No [ ]  | Yes [ ]  | Prefer not to say [ ]  |
| Disability or Difficulty | Learning Difficulty [ ]   | Disability Affecting mobility [ ]  | Social and Emotional Difficulties [ ]   |
| Mental Health Difficulty [ ]   | Visual impairment [ ]   | Hearing Impairment [ ]  |
| Medical Condition [ ]  | Temporary Condition [ ]  | Prefer not to say [ ]  |

**ETHNIC ORIGIN**

|  |  |  |
| --- | --- | --- |
| English/Welsh/Scottish/Northern Irish/British [ ]  | Any other White background [ ]  | White and Black Caribbean [ ]  |
| White and Black African [ ]  | White and Asian [ ]  | Mixed/Multiple Ethnic Group [ ]  |
| Indian/Pakistani/Bangladeshi [ ]  | Gypsy or Traveller [ ]  | Chinese [ ]  |
| Arab [ ]  | Any other Ethnic Group [ ]  | Prefer Not To Say [ ]  |

**RELIGION OR BELIEF**

|  |  |  |  |
| --- | --- | --- | --- |
| No Religion or Belief [ ]  | Christian [ ]  | Buddhist [ ]  | Jewish [ ]  |
| Hindu [ ]  | Sikhism [ ]  | Muslim [ ]  | Prefer Not To Say [ ]  |

**Signature Date**

Please return this form with your application form to: Volunteer Office, Age UK Suffolk, 14 Hillview Business Park, Old Ipswich Road, Claydon, Suffolk, IP6 0AJ Email: volunteer@ageuksuffolk.org

 **How We Use Your Personal Information**

Age UK Suffolk is a registered charity (number 1085900 and company limited by guarantee (number 4150543). The registered address is 14 Hillview Business Park, Old Ipswich Road, Claydon, Ipswich, IP6 0AJ.t, We take your privacy very seriously and when we use your personal data, we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including the United Kingdom) and we are responsible as ‘controller’ of that personal data for the purposes of the GDPR. Our use of your personal data is subject to us offering our services to you, your consent, the GDPR and other relevant UK and EU legislation.

**Personal Data We Collect**

The personal information we collect might include your name, address, contact details, IP address, and information regarding what pages are accessed and when. If you make a donation online or purchase a product from us, your card information is collected by our partner organisation Echoloeft, but it is not held by us.

**Why We Use Your Personal Data**

Under data protection law we an only use your personal data if we have a proper reason for doing so, e.g.:

* Process orders submitted by you;
* to carry out our obligations arising from any contracts entered into by you and us;
* verify your identity;
* seek your views or comments on the services we provide;
* notify you of changes to our services;
* improve our services or marketing purposes;
* send you communications which you have requested and that may be of interest to you.

These may include information about campaigns, appeals, other fundraising activities, promotions of our associated companies goods and services.

**Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

It may be necessary to pass your information to a 3rd party in order to process a service (e.g. when you make a donation), but we will only share the personal information necessary to deliver the service.

**Marketing**

Although we may contact you to provide you with volunteering updates and information on how you have made a difference to Age UK Suffolk, we may also use your personal data to send you information (by email, text message, telephone or post) about our services, new services, events and other opportunities we feel may be of interest to you.

If you would like to know more about our services, events and opportunities, please confirm below:

SMS [ ]  Phone [ ]

Post [ ]  Email [ ]

**Your Rights**

The GDPR provides the following rights for individuals, which our organisation provides to you:

* The right to be informed
* The right of access

You have the right to request to see what information we hold about you, free of charge and within 30 days. If you would like to do this, please contact the Head of Management Services on 01473 359911.

* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object

The Age UK Suffolk General Data Protection Regulation Policy and Procedure applies to all Age UK Suffolk Employees, Volunteers and Trustees of AUKS and any other person contracted to work on behalf of the organisation.

**Contact**

In order to make a Subject Access Request or to discuss anything in this privacy notice, please contact our Data Protection Lead:

Name: Lesley Chandler

Email: office@ageuksuffolk.org

Phone: 01473 359911

Address: Age UK Suffolk, 14 Hillview Business Park, Old Ipswich Road, Claydon, Ipswich, Suffolk IP6 0AJ

You have the right to opt out of receiving promotional communications at any time by emailing volunteer@ageuksuffolk.org or telephone Age UK Suffolk on 01473 359911

**Declaration**

I confirm that I have read and agree to the above privacy notice and give my consent to the following:

[ ]  Consent for Advisor Service Survey

[ ]  Consent for contact with third parties

[ ]  Consent for AUKS marketing

[ ]  Consent for photography and PR

[ ]  Consent to hold Personal Data

[ ]  Consent for an Independent Assessor Audit

[ ]  Consent to approach for views about social issues affecting older people

Signed: Date:

Name: