# **Volunteer Application Form**

# **Personal Details**

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| **Title** | Click here to enter text. |
| **First Name** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **Date of Birth** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Postcode** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Tel Home** | Click here to enter text. |
| **Tel Mobile** | Click here to enter text. |
| **Twitter Name** | Click here to enter text. |
| **Instagram** | Click here to enter text. |
| **Other Social Media** | Click here to enter text. |
| **Languages Spoken** | Click here to enter text. |
| **Emergency Contact**  **Name**  **Relationship to you**  **Phone number(s)** | Click here to enter text.  Click here to enter text.  Click here to enter text. |

**How did you hear about volunteering with Age UK Wandsworth?**

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| Click here to enter text. |
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**Volunteer Opportunities**

Please select **at least 3 roles** you are interested in and can meet the time commitment for, in order of preference. For example, (**1**) for your preferred role and (**2**) for your second choice. We will aim to place you with your preferred option, but it may not always be possible.

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| **Active Chats** (from home, anytime) |  |
| **Reception/Admin Help** (office based, weekdays) |  |
| **Advice and Support** (office based, weekdays) |  |
| **Be A Friend** (home visiting, weekdays/weekend**)** |  |
| **Befriending Plus** (home visiting, weekdays/weekend) |  |
| **DigiPals** (office and community based, weekdays) |  |
| **LGBTQ+ Chats** (from home, anytime) |  |
| **Shopping online** (office based, weekdays) |  |
| **Reception** (office based, weekdays) |  |
| **Telephone Befriending** (from home, anytime) |  |
| **A Welcome Home From Hospital** (home visiting, weekdays) |  |

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| **Please indicate when you are generally available for volunteering** | | | | | | | |
| Mon (am) | Tue (am) | Wed(am) | Thu (am) | Fri (am) | | Sat (am) | Sun (am) |
| Mon(pm) | Tue (pm) | Wed(pm) | Thu (pm) | Fri (pm) | | Sat (pm) | Sun (pm) |
| Mon(eve) | Tue (eve) | Wed(eve) | Thu (eve) | Fri (eve) | | Sat (eve) | Sun (eve) |
|  | | | | | | | |
| **Please indicate how many hours/days per week you are willing to commit** | | | | | Click here to enter text.**Hours/days** | | |
| **Are there any times you are not available (i.e., school holidays, exam periods, etc.)** | | | | | Click here to enter text. | | |

**Supporting Statement**

Please describe how your skills and experience would be suited for the voluntary role(s) indicated. This is an opportunity to show how aspects of your career, skills, training, hobbies and interests would be beneficial to our organisation and larger community. This information will also be useful for pairing you with a client. Please also explain why you are interested in volunteering.

You may use additional sheets, if needed, but should not exceed 500 words.

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| Click here to enter text. |

**Disability**

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| **Do you have a disability that requires specific facilities or provisions?** | Click here to enter text. |
| **If you have answered yes, please detail how we can support you while volunteering.** | |
| Click here to enter text. | |

**Disclosure & Barring Service Check**

Having a criminal record is not in itself a barrier to volunteering and we will only take relevant convictions or sexual offences into account.

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| **We require a Disclosure & Barring Services check. Do you give your permission for Age UK Wandsworth to carry out this check?**  **Yes  No**  **Have you ever been convicted of a crime, cautioned, warned or reprimanded in the UK or in any other country including all unspent convictions?**  **Yes  No**  *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.* |
| **If yes**, details will be required from you on a separate sheet (all information will be treated in the strictest of confidence). This will not necessarily prevent you from volunteering. |

If you are concerned about this and would like to discuss your individual circumstances, please email [volunteering@ageukwandsworth.org.uk](mailto:volunteering@ageukwandsworth.org.uk).

**Entitlement to Work or Volunteer**

If you are from outside the EU/EEA, it is important to know whether you are permitted to volunteer or carry out ‘unpaid work’ to avoid jeopardising your immigration status. If you cannot find the information on your immigration document, please consult the UK Border Agency for further details ([www.gov.uk/contact-ukvi-inside-outside-uk](http://www.gov.uk/contact-ukvi-inside-outside-uk)).

**For Non EU/EEA residents:**

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| Do you have a work permit, a visa or entry clearance? | Click here to enter text. |
| Are you a refugee or asylum seeker? | Click here to enter text. |

**References**

Please provide the names and addresses of two referees; these should be people outside of your family who know you well and at least one of these should be a professional referee or a college tutor if you do not have employment experience, with details of their professional/work contact details and email address.

Reference 1

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| **Name** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Preferred Phone Number** | Click here to enter text. |
| **Relationship to referee** | Click here to enter text. |

Reference 2

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| **Name** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Preferred Phone Number** | Click here to enter text. |
| **Relationship to Referee** | Click here to enter text. |

**Marketing and Communications**

You can withdraw your consent or change your mind at any time by contacting us on 020 8877 8940, emailing [info@ageukwandsworth.org.uk](mailto:info@ageukwandsworth.org.uk) or by writing to us at Age UK Wandsworth, 549 Old York Road, London SW18 1TQ; you can find out more information in our Privacy Notice. We can provide a hard copy on request.

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| Do you consent to Age UK Wandsworth contacting you regarding your volunteering post? | **By email**  Yes  No | **By phone**  Yes  No | **By post**  Yes  No |
| Do you consent to Age UK Wandsworth sending you our Volunteering Newsletter and other information that may be relevant to your post? | **By email**  Yes  No | **By phone**  Yes  No | **By post**  Yes  No |

Please note that it will help to reduce our costs if we can contact you via email.

**Declaration:**

**General Data Protection Regulation**

In signing this statement, you are giving explicit consent (as defined by General Data Protection Regulation) to Age UK Wandsworth holding and processing information pertinent to your application subject to the constraints of the regulation.

The information provided on this form will be used to help us decide whether to recruit you as a volunteer, this is ‘legitimate interest’ under data protection law. It will be kept confidential and it will only be seen by those involved in the recruitment process. Should your application be unsuccessful, we will retain these details for 6 months before deleting your information.

If you have given us any information about your health, disability, or access requirements, under data protection law we need your explicit consent to hold this information. By signing the declaration below, you agree for Age UK Wandsworth to hold and use the information provided to allow us to make reasonable adjustments and/or keep you safe. This information is held securely.

* The information given on this form is correct to the best of my knowledge, and if anything changes I will inform Age UK Wandsworth as soon as possible.
* I agree to my referees being contacted for references, to be interviewed by the relevant Project Coordinator, and to a DBS check to be carried out before a decision can be made on my application.
* I accept that the information given on this form can be stored both manually and electronically for the purpose of maintaining volunteer records.

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

Please email your completed application to the correct email address, as detailed in the “Becoming an Age UK Wandsworth Volunteer” information contained in your application pack. Or you can post your application to Age UK Wandsworth, 549 Old York Road, Wandsworth, London, SW18 1TQ