

**Volunteer Application Form**

**Please fill out this application form and send it to the email address –** **enquiries@ageukwiganborough.org.uk**

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| **Please indicate the area/service (s) in you would like to volunteer in order of preference:** |

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| **Name:****Address:** **Postcode:****Telephone:****Email:****Where did you find out about our volunteering opportunities?** |

**Times available (please tick when available)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Morning** |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |

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| **Previous Voluntary Work or Experience**: |

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| **What qualifications or skills have you that are relevant to your application?** |

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| **Please provide details for two referees - these can be from a previous employer or be a character reference.** This person should not be related to you.Please note: It is important that you ask permission from the named referees that you provide. |
| **Name:****Address:****Postcode:****Email:** | **Name:****Address:****Postcode:****Email:** |

**In engaging volunteers, we recognise the rights of the volunteer to:**

* Know what is expected of them and to be given clear information.
* Have clearly specified lines of support and supervision.
* Be shown recognition and appreciation.
* Have safe working conditions.
* Be insured.
* Know what their rights and responsibilities are if something goes wrong.
* Be paid reasonable out of pocket expenses.
* Be trained and receive ongoing opportunities for learning and development.
* Be free from discrimination.
* Experience personal development through their participation as volunteers.
* Ask for a reference.
* Be consulted on decisions, which affect what they do.
* Withdraw from voluntary work.

**We expect that volunteers will:**

* Carry out their tasks in a way, which corresponds to the aims and values of Age UK Wigan Borough.
* Work within the guidelines and remits.
* Be reliable.
* Respect confidentiality and follow our confidentiality policy.
* Attend training applicable to placement and support sessions where agreed.
* Not discriminate against other volunteers, staff, users and others associated with Age UK Wigan Borough.
* Maintain the good name of Age UK Wigan Borough.

**Due to the nature of our Services it is necessary to undertake a Disclosure & Barring Service (DBS) Check.**

**Signature: Date:**