

## Volunteer Application Form

Title:		Photograph			
Surname:					
First Name:					
Address:					
Town/City:					
Post Code:					
Tel No:					
Mobile:					
Email:					
D.O.B:		Place of Birth:			
Emergency contact name		<b><i>Please inform the contact that their details have been disclosed to Age UK Wolverhampton.</i></b>			
Emergency contact number					
<b>Please tick the volunteer areas in which you are interested.</b>					
Fundraising:		Finance		Policy Development	
Administration:		Information & Advice:		Supporting Veterans:	
Telephone Support:		One to One Support on hospital discharge:		Friendship Clubs:	
Befriending:		Knit & Natter/Art & Craft:		Get Connected/ Basic IT Courses	
Reception:		Handyperson:			
<b>Availability: (✓)</b>		Mon:		Tues:	
		Mon:		Tues:	
		Wed:		Wed:	
		Thurs:		Thurs:	
		AM		AM	
		PM		PM	
<b>Please give the name and address of two referees who are not a relative, spouse or partner and have known you for at least 2 years.</b>					
Reference: 1			Reference: 2		
Name:			Name:		
Address:			Address:		
Post code:		Tel:		Post code	
Are you registered disabled?				*YES / NO (please circle)	
For some areas of volunteering activity we are required to undertake police checks (DBS checks see later in this form) should this be required do you agree to a check being carried out?				*YES / NO (please circle)	
Do you hold a full driving licence?				*YES / NO (please circle)	
Do you have the use of a motor vehicle?				*YES / NO (please circle)	

<b>Status (Please Tick)</b>					
Unemployed		Student		Retired	
Working Part-Time		Working Full-Time		Other (please state)	

**Any transferable skills or experience (tick all applicable)**

<b>Information Technology</b>	Computers		Word/email		IT/ Social Media		Data Input		Spreadsheets	
<b>Communication Skills</b>	Telephone		Letter Writing		Befriending		Interpreting/ Languages		Governance (including minute taking)	
<b>Information &amp; Advice</b>	Benefits		Form Filling		Individual Support		Customer Service		Listening Skills	
<b>Finance</b>	Sage/Payroll		Income Generation/ fundraising		Accounting/ bookkeeping		Bid Writing		Financial spreadsheet management	

**How did you find out about voluntary work with us? (Please tick any boxes below)**

Our website		Leaflet	
Websearch		Referred by a friend	
Article in Newspaper		Wolverhampton Volunteer Service	
Talk/Presentation		From a client of Age UK Wolverhampton	
Poster		Age UK (National)	
Event		Our Office	
Other (please give details)			

**What are your reasons for volunteering?**

**Are there any reasons listed below that would stop you from becoming an effective volunteer?**

Any illness that may interfere with your voluntary service	(please circle) YES NO
	If yes, please give details:
Excluded by any Home Office regulation, from volunteering or working in the UK?	(please circle) YES NO
	If your answer to this question is <b>yes</b> , you may not be permitted to offer your services as a volunteer.

**To help us find the role that is right for you, please tell us a little about yourself and any past experience/activities.**

Please give details of any relevant experience that will support your application to volunteer, for example, details of any voluntary work or community work you may have been involved in, any paid work, or any experience you have eg looking after a relative, or engaging in a particular hobby.

## COMMITMENT TO CONFIDENTIALITY AGREEMENT

***I confirm that I will treat any information, written or spoken, that I have access to as an Age UK Volunteer, with total confidentiality, except when given permission to do otherwise.***

Name:	
Address:	
Post code:	
Signed:	
Date:	

**NOTICE TO ALL APPLICANTS**

Name	Applicant signature	Date
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**There are certain positions and activities that require a DBS check. These positions are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and employers are entitled to ask an exempted question for which the applicant is required to answer. For positions requiring a DBS check please answer the following question (see detail below about DBS checks)**

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?	YES / NO
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If yes, please give details:

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*The amendment to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, 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. <https://www.gov.uk/government/publications/dbs-filtering-guidance>*

**For voluntary positions that do not require a DBS check, please answer the following question.**

Do you have any unspent convictions, cautions, reprimands or warnings as defined by the Rehabilitation of Offenders Act 1974?	YES / NO
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*If you have ticked yes, please provide more details of your conviction in a sealed envelope. We will take your conviction into consideration during the volunteer selection process. Please note that having any criminal convictions will NOT necessarily prevent you from volunteering with Age UK Wolverhampton*

**Once a DBS check has been completed we will ask you to bring in the certificate that is sent to you for formal confirmation of clearance.**

### **Age UK Wolverhampton Disclosure and Barring Policy**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS).

CRB checks are now called DBS checks.

An employer may request a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

### **Carrying out Checks**

Age UK Wolverhampton will carry out DBS checks at recruitment for all relevant positions, paid or voluntary, where the incumbent will have contact with elderly persons.

### **Management and Use of Disclosure Information**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Age UK Wolverhampton complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

**I give my consent to sensitive personal information being recorded and stored.**

Name:	
Signature:	
Date:	

**Data Protection**

Age UK Wolverhampton’s Data Protection Policy (GDPR compliant) is available on request and will be given to all volunteers as part of the induction process. As part of this policy a Volunteer Privacy Notice is issued to all volunteers (see annex 1 for information)

I understand that if my offer is accepted and I become a Volunteer my service will be governed by the requirements of Age UK Wolverhampton.

Signature of applicant	
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***If you do not wish to receive any further information about Age UK Services please tick here***   

**For office use only:**

***Review of application***

Date of enrolment	
Staff Signature	
Staff Signature	
DBS required:	<b>*YES/NO</b>

Ref sent:	Ref rec'd:	Date accepted:	Date not accepted:
ID Card:	Start date:	Charity log:	Induction date:
Confidentiality form received:		DP form received:	
Work area:		DBS Form No:	
Sent:	Rec:		Finish date:

## Annex 1

### Volunteer Applicant Privacy Notice (compliant with GDPR)

As part of the volunteer recruitment process, Age UK Wolverhampton collects and processes personal data relating to volunteer enquiries/applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### What information do we collect?

AUKW collects a range of information about you. This includes:

Name(s)	National Insurance Number	Ethnic group
Address	Marital status	References
Email	Disabilities/health information	Emergency contact details
Telephone Number(s)	work and volunteering history	Relationship to AUKW staff
Date of Birth	Days/times/locations available	Unspent criminal convictions

AUKW may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a volunteer offer has been made to you and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in volunteer management systems and on other IT systems (including email).

#### Why does AUKW process personal data?

Your information will be processed under the lawful basis of 'legitimate interest'. The aims of the charity are achieved through the support of volunteers. The recruitment, selection and placement of volunteers is critical to the ability of AUKW to deliver services.

We need to process data to take steps, at your request, prior to offering you a volunteer place with AUKW. We also need to process your data to enter into a relationship with you.

AUKW may process special categories of data, such as information about ethnic origin to monitor diversity. This information is purely for anonymous statistical purposes to ensure we are reaching all communities in Wolverhampton.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and comply with specific rights.

The personal data will be anonymised for statistical use. This enables us to provide funders with monitoring reports to demonstrate the work we have undertaken. The statistics are also used to enable us to monitor and develop our services.



## **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team and interviewers involved in the recruitment process, managers in the service area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your volunteer application is successful and we make you an offer of a volunteer role. We will then share your data with former employers to obtain references, your consent will be requested for this.

## **How does AUKW protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **For how long does AUKW keep data?**

If you do not go on to be a volunteer all paper and electronic data will be securely destroyed within 30 days of last contact with you.

If your volunteer application is successful, personal data gathered during the recruitment process will be transferred to your volunteer file (electronic and paper based) and retained during your volunteering time with AUKW. The periods for which your data will be held will be provided to you in a new privacy notice.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where AUKW is relying on its legitimate interests as the legal ground for processing.

To exercise any of your rights please write to us at either the address or email address below, or visit us during the posted hours of opening to make a request in person. We will then respond in writing within 30 days.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to AUKW during the volunteer recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Age UK Wolverhampton (AUKW) is a registered charity (number 1051232) and company limited by guarantee (number 03088739). The registered address is Office 93-94 Darlington Street, Wolverhampton, WV1 4EX. The organisation can also be contacted by telephoning 01902 572 060 or emailing [mail@ageukwolves.org.uk](mailto:mail@ageukwolves.org.uk) for any data protection enquiries. AUKW is registered with the Information Commissioners Office as a Data Controller. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.