**Volunteering with Age UK York**

Age UK York has been helping older people for nearly fifty years. Our aim is to promote the well-being of all older people in and around York, enabling them to make life fulfilling and enjoyable.

We aim to build up a wide range of services which reflect the needs of older people, developing partnerships with other agencies to make better use of resources. We undertake to influence policy makers and make sure the voice of older people is heard. We use our own and other people’s experiences as well as the views of older people to challenge negative attitudes towards ageing.

Whatever role you play within Age UK York you will represent the Charity. It is important that you do so with a professional working attitude. Following a comprehensive recruitment process, comprising application form, interview, reference and DBS check, we ask volunteers to complete two induction training courses. This ensures you have an understanding of our key service areas, policies and procedures and you have the knowledge and skills with which to promote us and to work effectively. As part of a team you will be supported by a line manager to make sure you are given every help with all of your work. We want to make sure that you gain positively from the experience and that it a something you will enjoy. You will be paid for your expenses in connection with your volunteering work.

In return we will offer a safe working environment and will make sure that we undertake all of our statutory obligations including health and safety, equal opportunity and freedom from discrimination. You will be expected to respect the confidentiality of those people you work with and to ensure that the highest standards of care and support are maintained for both our clients and your fellow colleagues.

This is the opportunity to undertake work which should be both enjoyable and rewarding and we hope that you will continue to support us for as long as possible.

Thank you for your willingness to offer your service.


# Volunteer Application

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How did you find our

 volunteering opportunities? oppoppolunteering with

rtunitiesAge UK York

Title

Surname:

 Forename

:

Address:

Postcode

Home no:

Mobile no

:

Email:

|  |
| --- |
| Are you in good physical and mental health? YES/NO  |
| Please give details of any medical condition, physical or mental  |
|   |
| Name and address of your GP – a request for a medical reference from your GP may be required under certain circumstances. Please indicate if you would be willing for us to contact your GP should this be necessary. YES/NO  |
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| Have you ever been convicted of a criminal offence? YES/NO  |
| If you have answered YES please give details  |
|   |

**This post is exempt from the Rehabilitation of Offenders Act 1974 and you are required to reveal all convictions, even those which are spent. A criminal record will not necessarily be a bar to obtaining a position.**

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| Do you have a clean driving licence?Are you a car owner?  |
| If you are working for another voluntary organisation or have worked for one in the last two years please give details  |
|   |

**References**

Please give names and addresses of two referees (not related to you), one of whom should be your current or most recent employer if possible.

1. Employer / Personal 2 Employer / Personal

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  |  | Name:  |
|   |  |    |   |
| Address:  |  | Address:  |
|   |  |   |   |
|  Postcode  |  |   |  Postcode  |
| Telephone no:  |  |    | Telephone no:  |
| E mail  |  | E mail  |
| How long have they known you?  |  |   | How long have they known you?  |
| Can we approach referee prior to interview?  |   |   | Can we approach referee prior to interview?  |   |

Please number the areas that interest you (number one being the greatest interest, number two less interest and so on – if not of interest leave blank)

Visit an older person for approximately one hour a week

Provide respite care for an older person in their own home during the day, evening or night, on a regular or occasional basis, to give the carer a break (there is a nominal payment for this)

 Take an older person shopping, do the shopping for them or order shopping via the internet

Provide administrative support

 Welcome people on our reception desk and take calls

 Feed or foster a pet

 Organise or help with outings

 Help in our charity shops (Walmgate, Bishopthorpe Road, Burton Stone Lane and Haxby).

Help in one of our Day Clubs

 Drive our minibus, wheelchair adapted car or your own car to the day clubs

 Help to declutter and organise

**Please tell us about any other skills which you feel could help us.**

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**In the event that your application is successful, our policy may require a submission to the Criminal Records Bureau.**

Please sign your name below to show that the details that you have given in this form are correct to the best of your knowledge.

Signature………………………………… Date………………………

***Please return your completed application to*:**

**The Volunteer Recruitment Organiser,**

**Age UK York,**

**70 Walmgate,**

**York,**

**YO1 9TL**

**Please mark the envelope ‘Confidential’**

|  |  |  |
| --- | --- | --- |
| **Official Use Only**  |  |  |
| **Application accepted**  |  |  **YES**  |  |  **NO**  |
|  |  |
| **Key Service**  |  |  | **Interview date**  |
| **Start Date**  |  |  |

Age UK York A company limited by guarantee Reg Company No 6006449 Incorporated at

Companies House, Crown Way, Cardiff C14 3UZ