



Volunteer Application Form

Befriending Scheme

Thank you for your interest in becoming a Volunteer Befriender.

Name:

So that we can offer you support and advice please take a few minutes to complete this registration document. You can choose not to answer any question. If you are unsure about any part of this document please ask for advice or assistance.

Data Protection

1. At no time will we provide any of your details to a third party without your permission.
2. You have the right to see any information about you that we hold in a retrieval system such as a computer database or paper index system.
3. You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
4. You have the right for your details to be removed from a retrieval system.
5. We may compile statistical data from time to time but this will never include references to a particular individual.
6. In order to keep you up to date with information and events we may include you in our mailing list or email list.
7. We will never sell or give our mailing lists to a third party.

What will we do with the information you give us?

We will hold your information confidentially. Using the information we will try to match you with volunteering opportunities that appear to suit your preferences and availability. If we find a match we will contact you with the details of the volunteering opportunity; you can then decide if this is something you would like to become involved with as a volunteer or not. If not, we will continue to look for volunteering opportunities that you may be interested in. We will not send your name and contact details to an organisation seeking volunteers unless you have agreed with us that we may do so. We will never send anyone your personal details.

Criminal Record Certificates

Some opportunities require that a criminal record check be carried on anyone who wishes to volunteer with them. This is often the case if the volunteering involves working with children or vulnerable persons. No criminal record checks will be made without your consent. If you are accepted as a volunteer for the Eastwood Volunteer Bureau, criminal record checks will need to be carried out from 1st April 2003.

About you

Full Name:

Date of Birth:

Gender:

Address:

.....

.....

Phone:

Next of kin:

Referred by:

Geographical area: (Office use only):

Do you have a disability? Yes / No

If Yes are you: Registered / Self classifying

Which age group are you in?

Under 15	
15-18	
19-25	
26-29	
30-34	
35-39	
40-44	
45-49	
50-54	
55-59	
60-64	
Over 65	

Which ethnic group do you feel you belong in?

White British	
White British (English)	
White British (Scottish)	
White British (Welsh)	
White Irish	
Other White background	
White & Black Caribbean	
White & Black African	
White & Asian	
Other Mixed background	
Indian	
Pakistani	
Bangladeshi	
Other Asian background	
Black Caribbean	
Black African	
Other Black background	
Chinese	
Any other background	

What is your employment status?

Employed	
Non employed	
Houseperson	
Retired	
Student	
Unable to Work	
Unemployed	

Nationality:

Religion:

How did you hear about the Eastwood Volunteer Bureau & Food Bank?

Please give brief details of any previous voluntary work experience.

As well as English do you speak, read or write in any other language? If yes, please give details.

Do you have any health problems that we need to be aware of? If yes, please give details.

Please indicate any extra support needs that would help you volunteer.

Is there anything else you would like to tell us about yourself? E.g. hobbies, work life, or qualifications.

About the person you Befriend

- | | |
|--|---------------|
| Do you mind if the client smokes | Yes / No |
| Do you prefer male or female client | Male / Female |
| Do you mind doing occasional trips out with client | Yes / No |
| Do you mind the client having pets | Yes / No |

Interests and Volunteering Activities

Please take a few minutes to look through the following lists. The Areas of Interest and the Activities that you choose help us to match you with volunteering opportunities.

Types of Volunteering

Tick any of the following that you'd like to do:

Administration	
Advice Work	
Architecture and Building Work	
Art	
Befriending	
Business and Management	
Campaigning and Lobbying	
Caring	
Catering	
Community Work	
Computers and Technology	
Counselling	
Driving	
Entertainment	
Finance Work	
Fundraising	
Hostel Work	
Languages	
Legal Work	
Marketing and PR and Media	
Music	
Practical Work and DIY	
Retail and Charity Shops	
Teaching and Training	
Trustees	
Under 16 Volunteering	

Areas of interest

Tick any of the following that interest you:

Animals	
Art and Culture	
Children	
Disability	
Disaster Relief	
Domestic Violence	
Drugs and Addictions	
Education and Literacy	
Elderly	
Employment	
Environment	
Families	
Gay, Lesbian, Bi and Transsexual	
Health and Hospital and Hospices	
Heritage	
Homeless and Housing	
Human and Civil Rights	
International Aid	
Legal Aid and Justice	
Mental Health	
Mentoring	
Millennium Volunteers	
Museums	
Politics	
Prisoners and Ex-Offenders	
Race and Ethnicity and Refugees	
Religion	
Sport and Outdoor Activities	
Women's Groups	
Youth	

Availability

Please tick each box when you could be available as a volunteer.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							
PM							
EVE							

Overall, how much time can you offer? (e.g. 2 hours per week, 1 day per week)

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Are you available to do voluntary work at short notice?

Yes / No

Driving

Only complete these questions if you wish to be a volunteer driver.

Insurance and transport status (*tick one*)

Insured for voluntary driving	<input type="checkbox"/>
Own transport available	<input type="checkbox"/>

What licence type do you hold? (*tick one*)

Car Automatic	<input type="checkbox"/>
Car Full	<input type="checkbox"/>
Car Provisional	<input type="checkbox"/>
HGV - Class 1	<input type="checkbox"/>
HGV - Class 2	<input type="checkbox"/>
HGV - Class 3	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>

Criminal Record

Because of the type of task you may be undertaking it is necessary to ask the following questions.

Do you have any criminal convictions that are not 'spent' under the terms of the Rehabilitation of Offenders Act 1974? (please tick)

Yes No

If you do not have any such convictions, please sign this statement.

I confirm that I do not have any unspent convictions, about which, I should inform the Eastwood Volunteer Bureau.

Signed: Date:

If you have any unspent convictions, or if you have any charges against you pending a court case, you should discuss this with the Volunteer Organiser. A criminal record will not necessarily prevent you from becoming a volunteer. **We will complete a DBS for you.**

For certain volunteer tasks you may be requested to obtain a police disclosure.

Emergency Contact

Name of contact:

Address:

.....

.....

Phone:

References

NAME AND ADDRESS OF TWO PEOPLE WHO WILL PROVIDE A REFERENCE FOR YOU. These referees should be people who have known you for **at least one year**, but not relatives and if possible, at least one should be an employer or someone you have known in a working capacity, including voluntary agency or school.

Reference One

Name:

Address:

.....

.....

Phone:

Reference Two

Name:

Address:

.....

.....

Phone:

Declaration & Use of Data

I confirm that all details on this form are correct.

I give permission to pass my references and any relevant information to other voluntary organisations for whom I may undertake voluntary tasks.

Signed by applicant:

Date:

Signed by interviewer:

Eastwood Volunteer Bureau is concerned to provide equality of opportunity for everyone and it seeks to actively overcome prejudice and discrimination against people because of race, colour, religion, gender, employment status, sexual orientation, age, place of residence, mental health, caring responsibilities or disability.

Completed form should be returned to:

Eastwood Volunteer Bureau, Wellington Place, Eastwood, Nottinghamshire NG16 3GB

