# **Volunteer Application Form**

#  **Personal Details:**

|  |  |
| --- | --- |
| **Preferred Pronoun(s)** |  |
| **Title** |  |
| **First Name**  |  |
| **Surname** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Postcode** |  |
| **Email** |  |
| **Tel Home** |  |
| **Tel Mobile** |  |
| **Languages Spoken** |  |

 **Emergency Contact Information:**

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship to you** |  |
| **Phone Number(s)** |  |

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

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**Volunteer Opportunities**

Please see our website for current volunteering opportunities:

<https://www.ageuk.org.uk/wandsworth/get-involved/volunteer/>

**Your Selection**

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

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| --- | --- | --- | --- |
|  | **Befriending** |  | **Information & Advice** |
|  | **Community Engagement** |  | **Office Support** |
|  | **Digital Inclusion Programme (DIP)** |  | **Day Centre** |
|  | **Fundraising** |
| **Are there any times you are not available (i.e., other fixed commitments, school holidays, exam periods, etc.)** |
|  |

**Supporting Statement**

Please explain why you are interested in volunteering with us. Also, 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 life experience, career, skills, training, hobbies, and interests would be beneficial to our organisation and larger community.

You may use an additional sheet, if needed, but should not exceed 250 words.

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**References**

Please provide the names and addresses of two referees; these should be people outside your family and friends who have known you well for a period of one year or more. At least one referee should be a professional contact with a formal organisational email address (i.e., not @gmail.com or @yahoo.com addresses). If you do not have employment experience, a college tutor or other voluntary service supervisor’s details may be given.

Please ensure your referees know they will be contacted and that your application cannot proceed without their return. All references must be in written form; we cannot accept verbal references.

Reference 1

|  |  |
| --- | --- |
| **Name** |  |
| **Email**  |  |
| **Preferred Phone Number** |  |
| **Relationship to referee** |  |

Reference 2

|  |  |
| --- | --- |
| **Name** |  |
| **Email**  |  |
| **Preferred Phone Number** |  |
| **Relationship to referee** |  |

**Disclosure & Barring Service Check**

**We require a new Disclosure & Barring Services check.**

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

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| --- | --- | --- |
| **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? [[1]](#footnote-1)**  | **Yes** [ ]  | **No** [ ]  |
| If you answer yes to the above, please disclose any relevant details to the service coordinator prior to your DBS submission. If you are concerned about this disclosure and would like to discuss your individual circumstances, please email volunteering@ageukwandsworth.org.uk. |

**Entitlement to Work or Volunteer**

If you are not a UK or Irish citizen, it is important to check you are permitted to volunteer or undertake ‘unpaid work’ in addition to your main reason for entering the country to avoid jeopardising your visa status. Please consult the UK Border Agency website for updated information:

<https://www.gov.uk/contact-ukvi-inside-outside-uk>.

**Communications**

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| --- | --- |
| Do you consent to Age UK Wandsworth contacting you regarding your volunteering post? | **By post**Yes ☐ No ☐ |
| Do you consent to Age UK Wandsworth sending you other information about Age UK Wandsworth? | **By email**Yes ☐ No ☐ | **By phone**Yes ☐ No ☐ | **By post**Yes ☐ No ☐ |

You can withdraw your consent or change your mind at any time by contacting us on 020 8877 8940, emailing 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 upon request.

**General Data Protection Regulation**

The information provided on this form will be used to help us decide whether to recruit you as a volunteer--this is our ‘legitimate interest’ under data protection law. It will be kept confidential, and it will only be seen by those staff 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 and only those who need to see your information will have access to it.

**Declaration**

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 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 being interviewed by the relevant Service Coordinator, and to a DBS check being 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 volunteering@ageukwandsworth.org.uk

You can also post your application to:

Age UK Wandsworth (Attn: Volunteering)

549 Old York Road

Wandsworth

London

SW18 1TQ

1. *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*  [↑](#footnote-ref-1)