**Volunteer Application Form**

*Please provide your FULL name and details.*

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| **Surname:** |  | **Title:** |  |
| **Forename:** |  |
| **Address:** |  |
| **Post Code:** |  |

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| **Telephone – Home:** |  | **Mobile:** |  |
| **Email:** |  |
| **Date of Birth:** |  | **Car driver?** | **Y/N** | **Use of a car?** | **Y/N** |
| **How did you find out about voluntary work with us**? e.g. Google, word of mouth, Age UK website, national media? |  |

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| **Status** *(please tick)* |
| Unemployed |  | Student |  | Retired |  |
| Working part-time |  | Working full-time |  | Other |  |

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| **When would you be available for interview and training?**  |  |

**Please note if you are under 18 years of age, Age UK Barnet will need to have the agreement of your parent/guardian before placing you. If you, the volunteer applicant, could be considered to be a vulnerable adult, we may need to consult with an appropriate professional person who knows you well before proceeding with your application.**

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| **Please tell us if you feel there is any additional support you may need to help you volunteer or any health conditions that we need to be aware of e.g. wheelchair access or significant allergies.** |
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| **Details of the person you would like us to contact in case of an emergency:-** |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Relationship to you:** |  |

*(Completing the following questions below is optional. This assists Age UK Barnet to monitor the effectiveness of our Equality, Diversity and Inclusion policy and details are strictly for confidential statistical purposes only)*

**Ethnic group**

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| Asian British |  |  | White British |  |  | Japanese |  |
|  |  |  |  |  |  |  |  |
| Bangladeshi |  |  | Chinese |  |  | Other Asian background |  |
|  |  |  |  |  |  |  |  |
| Black African |  |  | European |  |  | Other black background |  |
|  |  |  |  |  |  |  |  |
| Black British |  |  | Indian |  |  | Other dual heritage |  |
|  |  |  |  |  |  |  |  |
| Black Caribbean |  |  | Irish |  |  | Do not wish to disclose |  |

Other (*please specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALL ABOUT YOUR INTEREST IN VOLUNTEERING**

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| **Why would you like to join Age UK Barnet as a volunteer?** (This information will help us plan your volunteering experience better.) |
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| **Please detail any qualifications, skills, experience, interests.** |
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| **Do you speak any additional languages?** |
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| **What days/times would you be available?** |
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| **How much time do you think you could commit to volunteering per month?** |
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| **What times will you not be available, e.g. other commitments, long holidays, etc?** |
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**Which of the following activities might you be interested in helping with:**

*Please tick or put a number in order of interest.*

*Please note, most roles take place* ***during weekday mornings and afternoons. Some are more flexible and can also be done weekday evenings and/or weekends. These are marked \****

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| Tick: |  |
|  | **Befriending volunteer\*** |
| The role involves visiting an older person on a regular basis in their home for companionship. Alert Age UK Barnet staff to any issues or problems the client may need help with. Minimum commitment of 6 months and requires at least an hour a week.\* Some of our clients are living with early/mid stage dementia and supporting with activities as well as chatting, can be really enjoyable.  |
|  | **Shopping/Befriender volunteer\*** |
| Contact a regular client for shopping list, do shopping and drop it off to the client who is unable to do this themselves due to their health/mobility issues. Build up a supportive relationship with the client.\* |
|  |  **Day Club volunteer – Dementia Day Service** |
| To support our staff team at one of our day services for people living with dementia. This might include helping to run activities such as singing, crafts, cooking, discussions, puzzles, or chatting to clients, helping with refreshments and in the kitchen, and generally joining in with all of the day service activities. The service runs every day from 10 to 3pm, from either the Ann Owens Centre in East Finchley or our centre at Station Road in Hendon. |
|  |  **Walking Buddy volunteer – Stepping Out Service** |
| Accompanying an older person with mild memory problems to go for a regular weekly walk. Building up a rapport with the client and encouraging them to get out and exercise, but not physically supporting the clients. Help greet visitors to the centre and answer phone enquiries, as well as office based jobs such as filing, telephone, databases, photocopying, envelope stuffing etc |
|  | **Activity** **volunteer** |
| To help run activities at one of our centres, and chat to older people in groups or individually and build relationships with clients, giving them confidence to make friends and join in with activities within the group. Provide practical assistance such as getting participants in and out of coats, opening doors and getting people safely seated. Help staff to set up and clear down the room. Volunteers with particular skills and interests may lead on small group activities such as crafts, book clubs etc. |
|  | **Walking Group** **volunteer** |
| Help to run short weekly group walks for older people in parks and open spaces across the London Borough of Barnet. To lead or assist with organising and running these walks. Where possible walks will start or finish at a café so the group can socialise and have some refreshments as part of the activity. |
|  |  **Cookery volunteer** |
| To assist with classes to promote healthy eating within the community. Provide practical support at classes, food preparation, tidying and washing up, meeting and greeting, laying out chairs etc. Some courses are on a specific theme or with specific audience in mind e.g. Beginners for Men, Indian cooking, healthy eating. If volunteers have specific skills they would like to share, they can run sessions. |
|  |  **Digital Inclusion volunteer – both at home\* and to help with sessions** |
|  | To support older people to learn basic IT skills (either 1:1 or in a group setting). To provide support with laptops, desktop PC’s, tablets, smart phones or camerasSupporting people to learn the basics of computing, from switching on their device to getting online. To help with the specific applications they may be interested in using, such as email, social networking, Skype, online shopping, catch up TV etc.Helping to install software, wireless connections or basic hardware. |

**Please supply the name and contact details of two referees**

They should **not** be a **family member** and at least **one** should be a **current/previous employer, tutor, or volunteer manager**. **Referees should have known you for at least one year.**

If your circumstances mean that you are unable to provide details of referees, we will be happy to discuss this further with you.

Please note an email address is preferable, (or if not available, a full postal address) as we do not accept phone references.

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| **1st Referee** | **2nd Referee**  |
| **Name** |  | **Name** |  |
| **Email** |  | **Email** |  |
| **Address** |  | **Address** |  |
| **Tel No** |  | **Tel No** |  |
| **What is their relationship to you?** (e.g. former employer, friend, other) | **What is their relationship to you?** (e.g. former employer, friend, other) |
|  |  |
| **How long have they known you?** | **How long have they known you?** |
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**DBS (Disclosure and Barring Service) checks**

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| **There are certain positions and activities that are eligible for a DBS (Disclosure and Barring Service) check – formerly known as a Police Check. These positions are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and organisations are entitled to ask an exempted question for which the applicant is required to answer.** **For these roles a DBS check is required: Befriending, Shopping/Befriending, and some other roles may also require a check. If you are applying for one of these roles, please answer the following question:** |
| Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?  | YES / NO |
| If yes, please give details: …………………………………………………………………………………………………………………………………………………………...……………………………………………………………………………………………………………………………………………………………*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*](https://www.gov.uk/government/publications/dbs-filtering-guidance) |
| If we require a DBS check, do you give your permission for us to carry out a check? (DBS checks are free for volunteers) | YES / NO |
| Have you had a relevant DBS check for working with vulnerable adults carried out in the last 3 years and logged with the DBS update service? | YES / NO |

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| **For voluntary positions that do not require a DBS check, please answer the following question.**  |
| **Rehabilitation of Offenders Act 1974**Do you have any unspent convictions, cautions, reprimands or warnings? *Please note that applications are treated individually and that having any criminal convictions will NOT necessarily prevent you from volunteering with Age UK Barnet.* | 🞏 Yes🞏 No | If YES please supply dates and details on a separate sheet and attach to this form. |

**GDPR (General Data Protection Regulation)**

We need to collect personal information about you in order to process your application form. It will also form the basis of a confidential personal record in electronic format and initially in paper format. The data will be retained for administrative and statistical reporting purposes.

In accordance with the General Data Protection Regulation and Data Protection Act, the information provided on this form will only be disclosed to those who have a legitimate reason to see it.

The lawfulness of processing this information under the General Data Protection Regulation 2018 and the Data Protection Act is for Legitimate Purposes 6(f) and in compliance with legal obligations 6(c).

A copy of our Privacy Notice is available on our website at **www.ageuk.org.uk/barnet/about-us/privacy-notice** or on request by calling **020 8203 5040**

Age UK Barnet, from time to time, may take photographs and film to use in their publications, printed material, social media and other forms of digital/printed material, solely for the purpose of promoting Age UK Barnet’s services and communication with its stakeholders. If you do not wish this to happen, please let us know. You can change your mind at any time and ask for your consent to be withdrawn by calling us on **020 8203 5040**, emailing **info@ageukbarnet.org.uk** or writing to Age UK Barnet, Ann Owens Centre, Oak Lane, East Finchley N2 8LT.

***Please tell us your preferred method(s) of communication for general Age UK Barnet updates by ticking where appropriate:***

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| Email | 🞎 | Phone | 🞎 | Mobile | 🞎 | Post | 🞎 |

If you would like to access a copy of the data we hold, please put the request in writing to the email/ address below. Your request will be processed within 30 days. You will not have to pay a fee to access your personal information, unless your request for access is unfounded or excessive.

**Conflict of Interest**

It is important to us as an organisation that we are aware of any potential conflict of interest that may be caused by you volunteering with us. Please advise us below of any potential conflict of interest but also be aware that it will not automatically prevent you from volunteering with us.

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| **VOLUNTEER DECLARATION****I declare the above information is, to the best of my knowledge, correct.** |
| **Signature:** |  | **Date:** |  |