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# VOLUNTEER APPLICATION FORM

As one of the largest voluntary sector organisation in the borough working with and for older people**, Age UK Richmond upon Thames** offers a wide range of services including information and advice, practical help around the home, educational, physical and social activities in our centres as well as in a variety of different venues across the borough. We welcome enthusiastic volunteers who want to share their skills and experience to volunteer with us.

## A. PERSONAL DETAILS

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| --- |
| Title: First name: Surname: |
| Address:Postcode: |
| Telephone: Home: Mobile: |
| Email address: |
| Date of birth: |
| Emergency contact name:  Relationship to you:  Emergency contact number: |

**B. STATUS (please tick which applies)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Unemployed |  | Student |  | Retired |  |
| Working part-time |  | Working full time |  | Long term sick or disabled |  |
| Other | | | | | |

## C. BACKGROUND DETAILS

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| --- |
| Outline any skills, interests, hobbies, previous experience you have gained in the last 10 years either through work, volunteering, community work, parenting or caring for family members. (*This helps to give us a general outline of your experience and the skills you have gained. Please give as much detail as possible*). |
| How much time do you have available for volunteering?(*Please indicate times/days that are usually convenient for you*) |
| Do you have a preference for which part of the Borough you volunteer in? |
| **What sort of volunteering role are you interested in?** For example – helping at our social centres, IT support, handyperson service, telephone befriending, information & advice etc. Please also let us know if you have a particular skill or experience that might be of interest to us. |
| Do you own a car with a valid driving licence? Y / N Are you able to use it for volunteering purposes if required for your role Y / N |
| Are you fluent in any languages other than English? Y / N If yes, which languages spoken:  Would you be willing to help with translation for a client if ever required? Y / N |

**How did you find out about volunteering with Age UK Richmond upon Thames?** Please tick any boxes that apply below:

|  |  |  |  |
| --- | --- | --- | --- |
| Word of mouth |  | Age UK Richmond member/volunteer/staff |  |
| Press advert |  | Newspaper article |  |
| TV/Radio |  | Social media – Twitter / Facebook |  |
| Website – which one |  | Newsletter or email |  |
| Leaflet |  | Poster |  |
| Community notice board |  | Richmond Council for Volunteering Service (RCVS) |  |
| Talk/Presentation |  | Local event |  |
| Other(please give details | | | |

**What are your reasons for volunteering?**

|  |  |  |  |
| --- | --- | --- | --- |
| To gain work experience |  | To get involved in the community |  |
| To develop new skills |  | To make new friends |  |
| To build confidence |  | To maintain existing skills |  |
| Any additional reasons or comments? | | | |

## D. YOUR HEALTH

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| In order that we may offer you appropriate support in your volunteer role, please advise us of any health problems, disability or a medical condition that you think may affect the type of volunteering that you can do. |

**E. REFERENCES**

In both the interests of yourself and of the people with whom you will be working, we require a reference from two referees who have known you for at least two years. These referees MUST NOT BE FAMILY MEMBERS. Please advise them that we will be contacting them.

|  |  |
| --- | --- |
| 1st Referee  Name |  |
| Address |  |
| Postcode |  |
| Telephone No. |  |
| Email Address |  |
| In what capacity has the referee known you and for how long? |  |

|  |  |
| --- | --- |
| 2nd Referee  Name |  |
| Address |  |
| Postcode |  |
| Telephone No. |  |
| Email address |  |
| In what capacity has the referee known you and for how long? |  |

## F. WORKING WITH VULNERABLE PEOPLE

**Disclosure & Barring Service and Rehabilitation of Offenders Act**

Age UK Richmond is of the opinion that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended (the “Exceptions Order”) applies to its activities/roles as our work involves contact with vulnerable people. Applicants must therefore declare all past criminal convictions whether spent or unspent.

A criminal record will not necessarily be a bar to volunteering within Age UK Richmond. All information supplied by candidates will be treated confidentially and we reserve the right to make further enquiries before reaching a decision on the application.

Do you have a criminal conviction or have you ever received a caution, reprimand or final warning and/or convictions, including those that are spent:

Yes ☐ No ☐

If yes please provide details of all criminal convictions, cautions, reprimands or final warnings below, including those that are spent:

|  |
| --- |
| As a charity working with vulnerable older people, we have a duty of care towards our clients. We may be required to carry out a DBS check for this reason.  Please indicate if you are happy for this to take place?  Y / N  Do you have a current up to date DBS certificate registered with the Update Service?  Y / N |

##### G. EQUALITY AND DIVERSITY

**Ethnicity:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Black: |  | White: |  | Asian: |  | Mixed: |  |
| African |  | Irish |  | Bangladeshi |  | White & Asian |  |
| Caribbean |  | UK |  | Chinese |  | White & African |  |
|  |  |  |  | Indian |  | White & Caribbean |  |
|  |  |  |  | Pakistani |  |  |  |
|  |  |  |  | Vietnamese |  |  |  |
| Other |  | Other |  | Other |  | Other |  |
|  |  |  |  |  |  |  |  |

**Gender:**

Do not wish to disclose

##### H. DECLARATION

|  |
| --- |
| I declare that the information on this form is true and correct to the best of my knowledge.  Signed………………………………..…………  Date…………………………………………….. |

**Please email this completed form to** [**volunteering@ageukrichmond.org.uk**](mailto:volunteering@ageukrichmond.org.uk)

**Alternatively, you can post it to Kay Bascombe, Volunteer Coordinator, Age UK Richmond, The White House Community Centre, 45 The Avenue, Hampton, TW12 3RN**