**Volunteer Application Form**

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| **Your contact details (Please complete in Block Capitals)** | |
| **Title:** | **Name:** |
| **Gender:** | **Date of Birth:** |
| **Address:**  **Postcode:** | **Telephone:**  **Email:** |
| **If you are in full time secondary education, please provide the contact details of a parent/carer:**  **Name: ……………………………………………………………………. Relationship: ……………………………………………**  **Phone number: ……………………………………………..**  **School: ……………………………………………… Duke of Edinburgh level (if applicable): ………………………………..** | |

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| **Volunteer interests:** Please indicate which role(s) you are interested in. If Retail, please indicate which shop.  **Name of Shop**: …………………………………………………………………………………. | | | | | |
| **Fundraising/Events** | **Catering** | **Maintenance or Gardening** | **Retail** | **Admin** | **Driving** |
| **Play Team** | **Bike Hub** | **Warehouse** | **Marketing** | **Family Support** | **PETS as Therapy** |

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| **Why would you like to volunteer? Do you have any relevant skills or experience?** |
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| **What days and times would best suit you and how often would you be able to volunteer?** |
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| **Do you have any disabilities we should be aware of?** |
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| **Protecting your information** |
| **How we use your information**  The information you provide on this application form will be used to process your application as part of our recruitment and selection process and to create and manage your information on our internal volunteer database. Your contact details will be shared with relevant managers and team leaders.  We never sell or swap your details with any third party unless we are required by law to do so. All information shall be stored and used in accordance with The Data Protection Act 1998 and any subsequent legislation and/or regulations. For more information about our privacy policy, visit <https://www.naomihouse.org.uk/privacy-statement>  We take your privacy very seriously. You are under no obligation to provide data to the organisation during the volunteer recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. |

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| **Details of Criminal Convictions:** |
| The volunteering work you are applying for means that, under the Rehabilitation of Offenders Act (1974), you must declare all convictions, whether unspent or not. A conviction does not necessarily mean that you cannot volunteer for us, but we do need to know.  Have you ever been convicted of a criminal offence? YES / NO  Have you ever received a formal police caution? YES / NO  Are there any matters pending which may result in a criminal conviction? YES /NO  Are you disqualified from working with children or vulnerable/protected adults? YES / NO  Are you aware of any police enquiries following allegations made against you,  which may have a bearing on your suitability for the role? YES / NO |
| **If you have answered ‘yes’ to any of the above questions, please give further details:** |
| **Criminal Records Disclosure** |
| Due to the nature of our work, some of our Hospice volunteer roles require you to undertake a criminal record check via the Disclosure & Barring Service. We are exempt from the Rehabilitation of Offenders Act 1974, and you are required to declare all criminal convictions whether they are 'spent'.  Your declaration will be treated in strict confidence and will be considered only in relation to this application. Please provide any details on a supplementary sheet and attach to this form. |

**References**

We ask all prospective volunteers for character references. Please provide below the details of people who you know personally that we can ask for a reference (not family members). **Please inform them they will receive a reference request.**

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| **Referee 1**  Name:  Address:  Email address:  How do you know this person: | **Referee 2**  Name:  Address:  Email address:  How do you know this person: |

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| **Emergency Contact Details:**  Name: …………………………………………………….Contact Number: …………………………………………. |

**Signed…………………………………………………………….. (Name).....................................................**

**Date………………………......**

Thank you for taking your time to complete this form, please return to:

**Volunteer Services Department, Naomi House, Stockbridge Road, Sutton Scotney, Winchester, Hampshire, SO21 3JE or email to Volunteering@naomihouse.org.uk**