



age connects
cardiff & the vale.

Issuing Officer:
Issuing Project:
Issue Date:02/04/2020
CRB Rec:
Ref 1:
Ref 2:
Induction:

Volunteer Application Form

All details in this form will be treated as strictly private and confidential. Please write clearly completing all sections of the application. Once completed, please return to the Volunteer Officer for the project you are interested in (details are available in the Volunteer Information Booklet).

Personal Details

Mr/Mrs/Miss/Ms/Other:

First name:

Surname:

Date of Birth:

Address:

Postcode:

Contact telephone number/s:

Email:

Occupation:

Full time Part time Unemployed Retired Student

Which volunteering role would you like to do?

How long would you envisage your volunteer placement to last?

(Most roles require a minimum 1- 2 hours per week, 6 month commitment)

Where did you learn about volunteering opportunities with Age Connects?

Relevant Experience/Skills (Paid, Voluntary or Personal) *please feel free to use additional sheets*

Reason for applying to become a volunteer

Other Information:

If you are working full time would you prefer Induction Training in the evenings or weekends?

How many hours a week are you prepared to Volunteer?

Which days / times a week would you prefer to Volunteer?

Which district(s) would you prefer to work in?

Some districts don't require volunteers. If your requested area is one of these how far are you willing to travel? (We pay travel expenses)

Do you own a car? YES NO

Do you have any health issues that could affect your volunteering role? YES NO

A positive answer to this question does not necessarily mean you would be unable to volunteer. If yes, please give details:

Please provide the name and addresses of 2 referees & let them know we will be contacting them. (over 18, not a family member and who you have known for more than a year)

1. Name

Address

Postcode

Tel No

E-mail

2. Name

Address

Postcode

Tel No

Email

Signature:

Date:

The information that you provide above will be used to help us find the right volunteering opportunity for you and to match your skills, interests, and requirements with that of our clients. We will use your personal data to communicate with you by whichever means you prefer. If any of this information changes, please do let us know.

Your data will be held and stored securely and will not be shared with a third party without your consent unless we have a legal duty to do so. It will be held for up to three years after you leave the Charity.

Individuals have the right to request details of what personal information is held on them. However, any request that is found to be manifestly unfounded or excessive may be refused.

Individuals also have the right to ask "to be forgotten" which means all their data will be removed.

Extra Information:

Photo here This can be a headshot sent by i-phone
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Emergency contact name and telephone number:

Would you like to receive the Volunteer Newsletter via:

Post Email

Languages

- Welsh speaker
 - Other language/s
-

Occasional support

- Would you be able to assist with large mailouts/canvassing?
- Would you be willing to be involved with fundraising and promotional activities?

Do you have any hobbies or interests that may be shared with the organisation or our clients?

Do you have any skills that you think may be useful?

Do you like/dislike animals and, if so, which ones? Any allergies?

Do you object to smokers?

Yes

No

How would you prefer to be contacted?

Telephone

Email

Text

Criminal Records

Where appropriate applicants who are offered volunteering opportunities for certain positions will be subject to an enhanced DBS check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Please answer the question below. Having a criminal record will not necessarily bar you from working with Age Connects. This will depend on the nature of the position and the circumstances and background of your offences.

Do you have any unspent convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974.	YES/NO
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Under the Rehabilitation of Offenders Act a conviction becomes spent after a period of time. The rehabilitation period varies according to the sentence given, not to the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is determined by the original sentence.

The amendments 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 at the **Disclosure and Barring Service** website.

If **YES** please give details below:

Signed:

Date:

An **Enhanced** Disclosure from the Disclosure and Barring Service (DBS) is sought for volunteers working with vulnerable adults & some posts will also require the Vetting and Barring List to be checked.

For further details of spent/unspent convictions please see the Rehabilitation of Offenders Act 1974 on the link below:

<https://www.legislation.gov.uk/ukpga/1974/53>