

Volunteer Application Form



1 Personal information

Title	<input type="text"/>	First name	<input type="text"/>	Middle name	<input type="text"/>
Surname	<input type="text"/>	Known as	<input type="text"/>		
Address	<input type="text"/>				
Town	<input type="text"/>	County	<input type="text"/>		
Postcode	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home phone	<input type="text"/>	Work phone	<input type="text"/>		
Mobile phone	<input type="text"/>	Text messages:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Email address	<input type="text"/>				

2 How did you hear?

How did you find out about volunteering for St Barnabas House or Chestnut Tree House, eg through an advert, website, word of mouth etc?

3 Motivation

Why would you like to volunteer for St Barnabas House or Chestnut Tree House?

4 Services

Have you had a personal bereavement in the past year? Yes No

Are you using any St Barnabas or Chestnut Tree House services at present e.g. bereavement support or social evenings? Yes No

Given the nature of our work, any recent bereavements will be discussed with you to ensure that you have had the time and space to grieve and that the role is suitable.

5 Location

Where would you like to carry out your volunteering?
(Please indicate)

- St Barnabas House
- Chestnut Tree House
- Shop location
- Eastbourne office

Specify preferred shop, if applicable:

*NB: St Barnabas is accessible via foot / train / bus and car.
Chestnut Tree House is only accessible via car.*

7 Previous volunteer experience

Summarise any previous volunteering experience you have.

6 Interests

Which areas are you interested in volunteering?
(Please indicate)

- Administration
- Retail
- Catering
- Transport
- Reception
- Fundraising – office-based
- Fundraising – at events
- Patient-facing
- Facilities – (maintenance, housekeeping, gardens)

If you are interested in an advertised role please indicate which one:

8 Availability

During which days/hours are you available? (Please indicate)

	Mornings	Afternoons	Evenings
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Skills, qualifications and hobbies

Summarise skills and qualifications you have acquired from employment, as well as your hobbies and sporting activities.

Previous employment

Hobbies

10 References

Please provide the details of two people we can write to for a personal reference (not family members).

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Email address	<input type="text"/>				
Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Email address	<input type="text"/>				

11 Emergency contacts

Please provide the details of two people we can contact in case of an emergency.

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Home phone	<input type="text"/>			Mobile phone	<input type="text"/>
Work phone	<input type="text"/>			Relationship to you	<input type="text"/>
Lives at same address?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Home phone	<input type="text"/>			Mobile phone	<input type="text"/>
Work phone	<input type="text"/>			Relationship to you	<input type="text"/>
Lives at same address?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

12 Eligibility to volunteer in the UK

If you have the right to work in the UK on a permanent basis you are also normally allowed to volunteer. However, people from outside the European Economic area may need permission to undertake voluntary work. If in doubt, please contact the Home Office or speak to Voluntary Services.

Are you legally eligible for a volunteering role in the UK? Yes No

13 Staying in touch

The Voluntary Services Team at the hospices will contact you as necessary regarding your volunteer role. We will never share your details with other organisations to use for their own purposes.

We value all our volunteers and that's why we would like to keep you posted with occasional news about our work. Please tick if you would like to receive:

General communications for volunteers

St Barnabas House communications:

Newsletter (twice a year)

Fundraising and events activities

Chestnut Tree House communications:

Newsletter (twice a year)

Fundraising and events activities

Please also indicate how you would like to receive the mailings: Post Email

14 Data Protection

I agree to your holding and processing of my personal data and information about me (electronically and by paper records). I understand that this information is collected for the purposes of managing and administering your staff and volunteers, as necessary for the legitimate interests of St Barnabas Hospices. I also consent to the storage, transfer and processing by you of such data. I agree to adhere to the Data Protection and Information Governance Policies of the hospices.

To find out more about how we manage your data, please see the Voluntary Services Privacy Notice: www.stbh.org.uk/voluntary-services-privacy

16 Our policy

St Barnabas Hospices use the Disclosure and Barring Service (DBS) to assess volunteers' suitability for working with children or vulnerable adults. We comply fully with the DBS Code of Practice and undertake to treat all applications to become a volunteer fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

If you have any unspent criminal convictions please write to the Voluntary Services Lead at St Barnabas House (address below) under separate cover giving details. Having a criminal record will not necessarily bar you from volunteering with us. This will depend upon the nature of the position and the circumstances and background of your offence(s).

St Barnabas Hospices is committed to the fair treatment of its volunteers, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical or mental disability, offending background or relationship status.

17 Agreement and signature

I agree to be enrolled as a volunteer and to abide by the Volunteer Guidelines and Hospices Policies. I declare that the information given on this form is true and complete to the best of my knowledge and beliefs.

Name (printed): Date:

Signature:

18 Parent/guardian consent

(this is required for volunteers under 18 years of age)

I give consent for the above named person to volunteer for St Barnabas Hospices. I agree to the holding and processing, electronically and by paper records, of their personal data and information.

Name (printed): Date:

Relationship to the volunteer:

Signature:

Your completed form can either be emailed as an attachment to volunteers@stbh.org.uk or posted to:
Voluntary Services, St Barnabas Hospices,
St Barnabas House, Titnore Lane, Worthing, BN12 6NZ.

For any queries please call 01903 706315. Thank you.

15 Confidentiality

I understand everything that I hear or learn in the course of my duty as a volunteer at Chestnut Tree House or St Barnabas House must be treated in the strictest confidence and should be considered as confidential unless I am specifically told otherwise. This must include information regarding individual patients, families of patients, staff, donors, supporters, colleagues and the activities of the hospices.

By confidential I understand that I must not share this type of information with anyone outside of the hospices, even families and friends.

I agree that my duty to confidentiality continues indefinitely even after I have stopped my volunteering duties at the hospices.

