

## **Volunteer Application Form**

| Title:                   | Mr / Mrs / Miss / Ms / Other  |
|--------------------------|---|
| Full Name:               |   |
| Address:                 |   |
|                          |   |
|                          |   |
| Phone Number:            | Home -  |
|                          | Mobile -  |
| Email Address:           |   |
| Qualifications / Skills: | Please provide any relevant qualifications (including date obtained) or life skills you have gained that you feel are relevant to your application. |
|                          |   |
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|                          |   |
|                          |   |

| Employment:                     | Are you currently employed? If 'Yes' please give details:                             | Yes / No         |
|---------------------------------|---|------------------|
| Volunteering:                   | Have you ever done any voluntary work before? If 'Yes' please give details:           | Yes / No         |
| References:                     | Please give the names and addresses of TWO people approach for a character reference: | e whom we can    |
|                                 | 1st Reference Name:   |                  |
|                                 | Address:  |                  |
|                                 | Telephone:  |                  |
|                                 | Mobile: Email:  |                  |
|                                 | 2nd Reference   |                  |
|                                 | Name:   |                  |
|                                 | Address:  |                  |
|                                 | Telephone:  |                  |
|                                 | Mobile: Email:  |                  |
|                                 |   |                  |
| Transport:<br>(To be completed  | Do you have a full UK driving licence?  | Yes / No         |
| by prospective<br>drivers only) | Do you have any endorsements? If 'Yes' please specify details including dates:        | Yes / No         |
|                                 | What is your car insurance cover? Fully Co  | mp / Third Party |

Please complete one of the following sheets detailing where and when you would like to volunteer.

If you are interested in volunteering at our <u>Shrewsbury</u>, <u>Telford or Newtown</u> sites please complete the form below. Please tick the placement(s) and location(s) where you feel you would like to help.

| Patient Care  | Please Tick      | Site - Please | Circle       |            |
|---|------------------|---------------|--------------|------------|
| Day Hospice Volunteer                                   |                  | Shrewsbury    | Telford      |            |
| Ward Based Volunteer                                    |                  | Shrewsbury    | Telford      |            |
| Day Support at Home Befriending                         |                  |               | Newtown /    | Powys area |
| Complementary Therapists (Qualified                     | Therapists Only) |               |              |            |
| Aromatherapy  |                  | Shrewsbury    | Telford      |            |
| Indian Head Massage                                     |                  | Shrewsbury    | Telford      |            |
| Reflexology   |                  | Shrewsbury    | Telford      |            |
| Reiki   |                  | Shrewsbury    | Telford      |            |
| <u>Other</u>  |                  |               |              |            |
| Patient Transport                                       |                  | Shrewsbury    | Telford      | Newtown    |
| Ambulance Driver  |                  | Shrewsbury    | Telford      |            |
| Ambulance Escort  |                  | Shrewsbury    | Telford      |            |
| Car Driver - Own Car                                    |                  | Shrewsbury    | Telford      | Newtown    |
| Car Driver - Hospice Vehicle                            |                  | Shrewsbury    | Telford      |            |
| Admin Support   |                  | Shrewsbury    | Telford      |            |
| Audio Library   |                  | Shrewsbury    | Telford      |            |
| Flower Arranging  |                  | Shrewsbury    | Telford      |            |
| Gardening   |                  | Shrewsbury    | Telford      |            |
| Kitchen Support   |                  | Shrewsbury    | Telford      |            |
| Laundry Support   |                  | Shrewsbury    |              |            |
| Reception Support                                       |                  | Shrewsbury    | Telford      |            |
| Steward   |                  | Shrewsbury    | Telford      |            |
| Creative Therapist Support                              |                  | Shrewsbury    | Telford      |            |
| Bereavement Support                                     |                  | Shrewsbury    | Telford      |            |
| Appeals / Fundraising                                   |                  |               |              |            |
| Appeals Admin Support                                   |                  |               | Telford      |            |
| Volunteering at Hospice Events                          |                  | Vario         | ous Location | S          |
| Fundraising Support                                     |                  |               | Telford      |            |
| Communications Support                                  |                  |               | Telford      |            |
| Lottery Admin Support                                   |                  |               | Telford      |            |
| Availability - Please indicate preferred days and times |                  |               |              |            |
|   |                  |               |              |            |

I am happy to help on an ad-hoc basis (please tick)

| Monday    | Tuesday   | Wednesday | Thursday  | Friday    | Saturday  | Sunday    |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Morning   |
| Afternoon |
| Evening   |

If you are interested in <u>volunteering within our Retail Department</u> please complete the following form. Please tick the placement(s) and location(s) where you feel you would like to help.

| Shop Locations   | Please Tick  | Retail Volunteer Roles (Shop Based)       | Please Tick |  |
|--|--------------|---|-------------|--|
| Albrighton   |              | Admin / Banking Assistant                 |             |  |
| Bishops Castle   |              | Antiques Specialist                       |             |  |
| Brooklands (Wellington)  |              | Book Specialist                           |             |  |
| Cleobury Mortimer  |              | Cleaning Assistant                        |             |  |
| Craven Arms  |              | Customer Service Assistant                |             |  |
| Craven Arms Bookshop   |              | Furniture Specialist                      |             |  |
| Ironbridge   |              | General Shop Help                         |             |  |
| Llanidloes   |              | Retro / Vintage Specialist                |             |  |
| Lawley   |              | Stock Sorting                             |             |  |
| Ludlow   |              | Visual Merchandising                      |             |  |
| Machynlleth  |              | Cash Collection Box Assistant             |             |  |
| Madeley  |              |   |             |  |
| Newport  |              | <u>Warehouse</u>                          |             |  |
| Oakengates   |              | Driver Deliveries & Collections           |             |  |
| Oswestry   |              | Sorting Stock                             |             |  |
| Shifnal  |              | Van Assistant Deliveries & Collection     |             |  |
| Shrewsbury Wyle Cop  |              | E-Bay Specialist                          |             |  |
| Shrewsbury Mardol  |              |   |             |  |
| Wellington   |              | Office Based Roles (Telford)              |             |  |
| Welshpool  |              | Collection Box Counters                   |             |  |
| Wem  |              | Events Retail Support (Various Locations) |             |  |
| Whitchurch   |              | General Office Admin                      |             |  |
|  |              | Gift Aid Admin                            |             |  |
| <u> </u>   |              |   |             |  |
| I am flexible in location and can cover various sites (will be discussed with Retail Area Manager) |              |   |             |  |
| Availability - Please indic  | <del>-</del> |   |             |  |
| am happy to help on an ad-hoc basis (please tick)  |              |   |             |  |

| Monday    | Tuesday   | Wednesday | Thursday  | Friday    | Saturday  | Sunday    |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Morning   |
| Afternoon |

## **Criminal Record Declaration**

| Do you have any<br>YES / NO       | criminal convictions?  |
|-----------------------------------|--|
| If YES please list space provided | t <u>ALL</u> such convictions (including current driving endorsements) in the below. |
| Are you currently YES / NO        | ly being investigated by the police or other regulatory body?                        |
| If YES please giv                 | ve details in the space provided below.  |
| Date                              | Conviction   |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
| Signad                            | Date   |
| Signed                            | Date   |
| Print Name                        |  |

## **Declaration**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that all convictions and offences of whatever nature (including motoring offences) and whenever they were committed must be revealed when applying for certain placement at the Hospice.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from a placement. This will depend on the nature of the placement and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in exclusion.

A copy of the Disclosure and Barring Service (DBS) Code of Practice and the Hospice's Equal Opportunities Policy for volunteers are available upon request.

I understand that any placement offered will be on a voluntary basis and will be subject to the information given on this form being correct, two satisfactory references received and that a <u>DBS check will be requested if applicable</u>. All information on this form will be stored in line with the Data Protection Act 1998 and the DBS Code of Practice.

| Once again t                | hank you for a                   | applying for a volu                     | unteering o    | pportunity with S                      | evern Hos             | pice |
|-----------------------------|----------------------------------|---|----------------|--|-----------------------|------|
| Severn Hosp<br>and / or raf | oice may occa<br>fles. If you do | sionally send you<br>not wish to receiv | u details of o | our other service<br>mation, please ti | s, events<br>ck here. |      |
|                             |                                  |   |                |  |                       |      |

As part of the recruitment process, we would be grateful if you would complete the form fully and return it to either:

Voluntary service team, Severn Hospice, Bicton Heath, Shrewsbury, SY3 8HS 01743 236565.

Voluntary service team, Severn Hospice, Apley Castle, Telford, TF1 6RH 01952 221350.

| Signature  | Date |
|------------|------|
|            |      |
| Print name |      |

