

Volunteer Application

Personal details

*Full name:

*Address:

*Telephone: *Mobile:

Email address:

Age range: 14-17 18+

Emergency Contact Information

*Full name:

*Telephone no: *Relationship:

***Please state which shop you are volunteering at and the date you intend to start.**

Shop: <input type="text"/>	Start Date: <input type="text"/>
----------------------------	----------------------------------

Criminal record declaration

*Do you have any criminal convictions?
If YES please list ALL such convictions in the space provided below.

Yes No

Are you currently being investigated by the police or other regulatory body?
If YES please give details in the space provided below.

Yes No

Date: <input type="text"/>	Conviction: <input type="text"/>
----------------------------	----------------------------------

*Signed: *Print Name: *Date:



*Declaration

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that all convictions and offences of whatever nature 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 Hospice’s Equal Opportunities Policy for volunteers is 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.

All information on this form will be stored in line with Data Protection Act 1998.

***Signed**

***Print Name:**

***Date:**

GDPR

Who we are

We’re Severn Hospice, a charity providing care and support to people in Shropshire, Telford & Wrekin and Mid Wales who are living with an incurable illness.

How we collect information

Information you give us (via the website/intranet/paper-based form):

- when applying for a role at Severn Hospice
- when completing volunteering paperwork and checks
- and as part of your on-going volunteering with us

Other sources:

- We may ask for references
- We receive information from UK Government in relation to DBS checks
- Occupational Health Reports.

What information we collect

- We will usually collect basic personal data about you (e.g. Name, address, phone number, email etc), but may ask for more if you are a driving volunteer

How we use the information we collect

- Administration
- Storing records that we are legally required to keep
- To contact your next of kin in case of emergency
- To keep your information up to date and accurate

Will you be contacted for marketing purposes?

- We will not use the personal data stored in our volunteering databases for direct marketing purposes

Sharing your information

- We will never sell or rent your personal information to other organisations

How we keep your data safe and who has access to it

- All data collected is stored in encrypted and safe locations, with access restricted to only those who need it.

How long do we keep your information for?

- 1 year after your last contact with Severn Hospice

How to contact us

Post: Information Governance, Severn Hospice, Bicton Heath SY3 8HS

Email: privacy@severnhospice.co.uk

Telephone: 01952 221378

To see the full Severn Hospice Volunteer Privacy Policy please visit the Severn Hospice website at follow the following address:

<https://www.severnhospice.org.uk/privacy-policy/>

***Please complete all these sections.**

Complete the form fully and return it to the manager at your chosen shop.

For further information please contact either the shop manager or telephone: **The Volunteer Coordinator** on **01952 221 376**.