

## Volunteer Application Form

Thank you for applying to be a volunteer with Papworth Trust. Please complete this application form in full and return it to us using the contact details on page 3.

All the information you give us is confidential, and we comply fully with current Data Protection and Freedom of Information legislation.

If you would like this form in another format, or need any help filling it in, let us know by calling 01480 357200 or emailing [volunteering@papworthtrust.org.uk](mailto:volunteering@papworthtrust.org.uk).

### 1. Your details:

Title	
First name	
Surname	
Date of Birth	
Address	
Post code	
Home phone	
Mobile	
Email	

**2. If we need to write to you, please could you let us know your preferred way of being contacted? Please note that we will occasionally phone you.**

Post ☐      Email ☐      Text ☐      Phone ☐

### 3. Which role are you applying for, and where is it located?

Name of role:

Location:

When are you available to volunteer:

### 4. How did you find out about volunteering for Papworth Trust?

Papworth Trust Website ☐      Papworth Trust employment service ☐  
Word of mouth ☐      Job centre ☐      College/School/University ☐  
Do-it ☐      Indeed ☐      Gumtree ☐      Social Media ☐      Poster/Flyer ☐  
Other, please specify:

## 5. Why do you want to volunteer with us and what transferable skills can you offer?

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## 6. Emergency Contact

Please provide the contact details of someone we can contact in the unlikely event of an emergency

Name	
Telephone Number	

## 7. References

Please provide the contact details of two people you have worked or volunteered for in the past or do currently. Family members or relatives cannot be used.

	Reference 1
Name	
Organisation	
Address	
Postcode	
Email address	
Telephone Number	
Relationship to you	

	Reference 2
Name	
Organisation	
Address	
Postcode	
Email address	
Telephone Number	
Relationship to you	

## 8. Work History

Please attached a recent CV or three years work history.

## 9. Disclosure of Criminal Records

In making this application it is essential that you disclose whether you have any convictions, bind-over orders or cautions and, if so, for what offences. The fact that a conviction, bind-over order, or caution has been recorded against you will not necessarily debar you from consideration for a voluntary role.

Have you any convictions, bind-over orders or cautions including any which might normally be considered 'spent' under the Rehabilitation of Offenders Act? (If you are in any doubt about any conviction, please contact the Volunteering Team prior to completing this form).

Yes (please provide details) ☐ No ☐

If the answer to this question is **Yes** you must give the details which may, if you wish, be enclosed in a separate sealed envelope marked "confidential" and attached to the application. Any information given will be treated confidentially and will be considered only in relation to this application. The object of this is not in any way to reflect upon an applicant's integrity - it is necessary to protect the people we support and the Trust.

If the volunteering role you are applying for requires a DBS check, this will be done during the vetting stage of successful applicants.

## 10. Declaration

I declare that the information given in this application is a true and complete statement.

I understand that any offer of a volunteering role is subject to satisfactory references and checks from the Disclosure and Barring Service.

**Signature:**

**Date:**

**Thank you for your application.**

**When you have completed this form, please return it to us by post:**

 Volunteer Team, 1 Saxongate, Bradbury Place, Huntingdon, PE29 3RR

**Or you can email it to us:**

 [volunteering@papworthtrust.org.uk](mailto:volunteering@papworthtrust.org.uk)