

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 4.

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.

 volunteering@papworthtrust.org.uk

01480 357200

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

Name of role		Location	
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4. Who should we contact in case of an emergency?

Name	
Relationship to you	
Contact numbers	Home: Work: Mobile:

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

Papworth Trust website		Papworth Trust employment service	
Word of mouth		Job centre	
Do-it		College/school/university	
Indeed		Gumtree	
Social media		Poster/flyer	
Other, please specify			

6. Which days and times are you able to volunteer?

Please mark all the days and times that apply. This is just to indicate your availability, don't worry if you're not available at these times every week.

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

7. Which best describes your circumstances?

Employed or self employed	
Unemployed	
In education	
Looking after family/home/other care responsibilities	
Retired	
Other situation (please specify)	

8. Why do you want to volunteer with us?

9. References

Please provide us with the details of 2 people who we can contact as referees and ask them about your suitability for volunteering. One of these should be a current or former employer if possible; otherwise a tutor/professional/person in authority is acceptable. You can't use family members as referees.

	Referee 1
Name	
Address	
Email	
Phone	
Relationship to this person?	
How long have you known this person?	

	Referee 2
Name	
Address	
Email	
Phone	
Relationship to this person?	
How long have you known this person?	

10. 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

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.

11. Declaration

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

I understand that any offer of appointment and subsequent volunteering is subject to satisfactory references and disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role.

Signature:

Date:

Thank you for your application.

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



Volunteer Team, Papworth Trust, Papworth Everard, Cambridgeshire, CB23 3RG

Or you can email it to us:



volunteering@papworthtrust.org.uk