

VOLUNTEER DETAILS

NAME : Date

TITLE : Database No.....

D.O.B :

ADDRESS :

TELEPHONE NO : (home).....

(work).....

E-MAIL ADDRESS :

OCCUPATION : Full Time Employed Part Time Employed Unemployed
 Retired Housewife Student Other

Are you available School Holidays? Yes / No

Do you have a current Driving Licence? Yes / No

Do you have use of a car? Yes / No

How did you hear about the Volunteer Centre?

Have done voluntary work before, if yes, which organisation ?

Additional information / Including reasons for wanting to become a Volunteer.

Do you suffer from any health problems ?.....

Do you have a criminal record ? Yes / No

What level of commitment can you offer? Regular Occasional One Off

Convenient times available for Volunteering – Please tick boxes

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
Evening							

WORKING WITH PEOPLE

	Tick Box		Tick Box
Children 1 to 10yrs		Physical Problems	
Teenagers 10 to 18yrs		Mental Health Problems	
Adults		Special Needs	
Elderly		Terminally Ill	

Volunteering Opportunities

	Tick Box		Tick Box
Office Work		Shop Work	
Befriending		Youth Work / Projects	
Catering		Animals	
Conservation's		Practical / Odd Jobs	
Transport/Driving		Adult Basic Education	
Fundraising		Gardening	
Art & Crafts Projects/Workshops		Other	
Management Committee Member			

Personal Skills

	Tick Box		Tick Box
Computer Literate		Accounting	
Typist		Other	

Confidentiality agreement for volunteers

The Volunteer Centre must be able to trust volunteers with personal information about people using its services.

You are asked to respect the trust accorded to you by groups and individuals. We will provide you with the same respect. Any written or spoken word or correspondence should be kept secure at all times and not disclosed without the permission of the person who has given that information except in circumstances which may threaten life.

If you suspect mistreatment or abuse of a volunteer, staff member or person using the service, discuss it with the person who supports you and they will decide what needs to be done.

Referees:

As many of the requests we receive for volunteers are with vulnerable people, it is necessary to take up references. We therefore need your permission to contact two people for character references (not relatives) and if necessary, make them available to potential placements.

No.1.	No.2.
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Signed.....Date.....