|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | **Title:** |  |
| **Address:** |  | | | |
|  |  | | | |
| **Postcode:** |  | **D.O.B:** |  | |
| **Telephone:** |  | **Mobile:** |  | |
| **Email:** |  | | | |

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| --- |
| **Emergency Contact Name & Telephone Number:** |
|  |
| **Relationship to you:** |

|  |  |
| --- | --- |
| **Which volunteering roles would you like to apply for?**  Please check tick/cross all relevant roles. | |
| **Community Café Assistance:** supporting our community café, taking orders and making |  |
| **Outreach Volunteer:** Support our social gatherings beyond Belford |  |
| **Gardening :** supporting our rock garden or raised bed areas |  |
| **Men’s Shed :** supporting our Men’s Shed project to repair and create |  |
| **Transport:** i.e driving someone via the use of your own vehicle or via one of our accessible vehicles. |  |
| **Fundraising Team:** Support our fundraising team, through ideas or practical help at events |  |
| **Social Media/ Promotional Work:** Support us with your creative output |  |
| **Day Care Volunteer:** Support people directly via working in day care or via future services e.g. becoming a befriending buddy |  |
| **Digital Buddy:** Support people with their IT queries, to overcome barriers to digital inclusivity. |  |
| **Other:** Please specify skills that you might like to utilise on our behalf – or additional notes appertaining to your wishes. |  |

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| **Why do you wish to become a volunteer with us?** Please continue on a separate sheet if necessary. |
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| **Do you have any relevant work/volunteering experience or skills?** Please continue on a separate sheet if necessary. |
|  |

**Your Interests**

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| **Please list brief details of your hobbies, interests, work history etcetera .** Please continue on a separate sheet if necessary. |
|  |

**Your availability:-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please indicate your expected availability to volunteer in the tables below.** | | | | | | | |
|  | **MON** | **TUES** | **WEDS** | **THURS** | **FRI** | **SAT** | **SUN** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

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| **Please indicate the expected frequency with which you might be available to volunteer during the day(s)/time(s) above.** | | | | |
| **Weekly** | **Fortnightly** | **Monthly** | | **At Short Notice** |
|  |  | |  |  |

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| --- | --- | --- |
| **Who would you be happy to support?** | **Yes** | **No** |
| Would you be willing to support someone who smokes? |  |  |
| Would you be willing and able to support someone who uses a wheelchair? |  |  |

**Do you have any special requirements?**

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| **Please provide details of any special needs or relevant medical conditions.** This will not preclude you from volunteering – we support equal opportunities and encourage applicants from all communities - but will enable us to support you in any volunteering role. |
|  |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| It is important that all our volunteers are reliable and honest. We therefore request two character referees. These should be people who have known you well for at least one year. If possible, at least one referee, should be an employer or someone who has supervised you in a ‘working’ capacity within a voluntary organisation or at school. Please do not list relatives as referees. | | | |
| **Referee 1** | | **Referee 2** | |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
|  | |  | |
| **Postcode** |  | **Postcode** |  |
| **Tel No** |  | **Tel No** |  |
| **Email** |  | **Email** |  |
| **Context in which they know you (e.g. line manager):** | | **Context in which they know you (e.g. line manager):** | |

|  |  |
| --- | --- |
| **I confirm that the details on my application form are correct and accurate. I understand that my personal details will be kept in accordance with General Data Protection Regulations (please see additional information on page 5) and that all volunteers will need to hold a certificate of enhanced disclosure (please see information on page 5) before undertaking voluntary work with Bell View.** | |
| **NAME:** |  |
| **Signature:** |  |
| **Date:** |  |

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| **Where did you hear about volunteering with us?** |
|  |

**Thank you for your application form and for your interest in our work. Ordinarily, we require references and your DBS certificate before you are able to start volunteering. However, for some roles, we may be able to arrange ‘taster’ sessions before these checks have been completed.**

**Please read the page overleaf, for information about our data handling and Disclosure & Barring Service Checks for volunteers.**

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| **General Data Protection Regulations**  Your personal details will be stored confidentially and will not be shared with any third parties. Your information will be stored electronically on our case management system. Any paper-based information will be stored securely and only accessible to appropriate staff members.  Bell View will only use your details to contact you either by post, email or information related to your volunteering application. If your application is unsuccessful, your personal details will be retained for one year so that we can monitor our evaluation processes. If your application is successful, your details will be stored for the duration of your voluntary role and used to contact you for operational reasons during this time and for three years following the cessation of your volunteering period.  Anonymised personal data may be used to collate statistical information to review our services and report back to funding organisations.  You may ask us for a copy of the information we hold about you. You may also ask us to correct your personal data if you believe the data we hold is incorrect. You may also ask us to delete your personal data.  If you have any complaints about our data handling, these should be sent to chair@bellviewbelford.co.uk. Full details of our privacy notice can be found on our website at bellviewbelford.co.uk |

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| **Disclosure and Barring Service (DBS) Checks**  In order to safeguard our service users, we require all volunteers to hold a certificate of enhanced disclosure that has been issued by the Disclosure & Barring Service.  If your application is successful, we will apply to the Disclosure & Barring Service on your behalf, to undertake criminal record checks in order to ensure that our volunteers are suitable. This service is free to volunteers.  We currently use an online Disclosure & Barring service. **If you have supplied us with an email address, we will use your email address and name to initiate a DBS check prior to commencing volunteering. Please talk to us if you have any concerns about this process.** |

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| --- | --- |
| **Bell View Office:**  **Email:** [**bellviewreception@hotmail.co.uk**](mailto:bellviewreception@hotmail.co.uk)  **Telephone: 01668 219220** | **Bell View Services Manager**  **Email:** [**services@bellviewbelford.co.uk**](mailto:services@bellviewbelford.co.uk)  **Telephone: 07513 107 901** |