



Example: Volunteers – Application Form

Reference number: (For office use only)

Organisation name: <i>[insert name of organisation]</i>	
Personal details:	
Name:	
Address:	Postcode:
Contact details:	Mobile: Telephone (home): Telephone (work): Email:
Please indicate your interest in volunteering roles with the Organisation:	

Customisable document @TSSW

This document is for your guidance only. Professional advice should be sought before use and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it

Availability for volunteering: (please circle)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Flexible</td> <td style="width: 50%;">Daytime</td> </tr> <tr> <td>Weekends</td> <td>Mornings</td> </tr> <tr> <td>Weekdays</td> <td>Evenings</td> </tr> <tr> <td colspan="2">How often would you be available?</td> </tr> </table>	Flexible	Daytime	Weekends	Mornings	Weekdays	Evenings	How often would you be available?	
Flexible	Daytime								
Weekends	Mornings								
Weekdays	Evenings								
How often would you be available?									
Please indicate your skills and experience that are relevant for volunteering? (This can include experience from paid and unpaid work)									
Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012)?	Please tick: Yes [] No [] If yes, please give further information:								
<p>The Organisation is required by law to carry out a Disclosure and Barring / criminal record check for certain volunteering roles with children, young people and vulnerable adults.</p>									

References:

Please give the name and contact details of two referees who we can contact. These cannot be a relative.

Referee One:

Name:

Job title:

Address:

Postcode:

Telephone number:

Email:

Relationship to you:

Referee Two:

Name:

Job title:

Address:

Postcode:

Telephone number:

Email:

Relationship to you:

Data Protection Statement:

All of the information collected in this form is necessary and relevant to the performance of the volunteer position. We will use the information provided by you on this form, and by the referees you have noted, only for the purposes of deciding whether to extend a volunteer position to you. The Organisation will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *[legal obligation as the lawful basis]* to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your volunteer position and in relation to any legal challenge which may be made regarding our practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is *[located at [insert details]]*.

Declaration:

I declare to the best of my knowledge and belief, all details I have provided in this application form are complete and true. I understand that any false or misleading statement or failure to declare information may disqualify me from volunteering. I understand that any offer to volunteer is subject to the receipt of satisfactory references and where relevant/applicable, a satisfactory DBS check.

Signed:**Date:**

Once complete, please return this form to: *[Insert name] [Insert job title]*
[Insert address]