



Volunteer Application Form

Please complete all questions in full using block capitals.

Personal Details

| | | |
|---|---------------------|-----------------|
| Title: | First Names: | Surname: |
| Address: | | |
| Date of Birth | | |
| Telephone Number: | | Mobile: |
| Email: | | |
| NB: Please detail any restrictions on daytime calls or email contact | | |
| Emergency contact name: | | |
| Relationship: | | |
| Tel No: | Mobile: | |

Do you drive? Yes No

Application Information

Which areas of volunteering with JHT are you most interested in?

Are there any areas you wish to avoid? Yes No

If yes, please give details: _____

Availability

What days, times and how often are you able to volunteer with us?

Would you be available on an ad hoc basis if required? Yes No

Why would you like to volunteer for JHT?

What do you hope to gain from volunteering with JHT?

What qualifications, skills or experience do you have which might be applied to this voluntary position?

Health and safety requirements. Please give us details of any medical condition that might require special attention, so that we can take all reasonable care to ensure your safety whilst working as a volunteer. This information will allow us to act quickly and properly in case of an emergency.

References

Please give the name and address of two referees.

Please note – You must have known each referee for over 12 months and they should not be a relative. If you have worked in the past five years, at least one reference should be obtained from your last employer.

| | |
|-------------------------------|--------------------------------|
| <u>First Referee</u> Name: | <u>Second Referee</u> Name: |
| Position: | Position: |
| Address: | Address: |
| Email: | Email: |
| Telephone: | Telephone: |
| Relationship to you: | Relationship to you: |

Please note if individuals need a work permit visa or a student visa to volunteer, they cannot do any type of work, including voluntary work, on a visiting visa.

Data Protection

In accordance with the Data Protection Act 2018 (GDPR), I agree that JHT may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained in this application can be stored on both manual and computer files.

Declarations

Rehabilitation of offenders Act 1974

The Rehabilitation of Offenders' Act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as 'spent' after a period of years.

Do you have any Criminal Convictions you need to Disclose? Yes No
A past conviction will not necessarily prevent you from volunteering.

If Yes, please give details:

I confirm that the information on this form is correct. I understand that some of the tasks involved in my role with JHT may be of a sensitive nature and I agree to maintain confidentiality at all times.

Signature: _____ Date: _____

Disclosure & Barring Service

JHT may carry out a Disclosure & Barring Service (DBS) check on successful applicants.

Do you hold a current DBS certificate and are you registered with the DBS Update service? Yes No

Do you give your consent for JHT to carry out a status check using the DBS Update Service Yes No

I understand that I do not have to agree to this records check, but that my refusal may exclude me from consideration from certain volunteering positions.

Signature: _____ Date: _____

Please send completed form to: **Fundraising Team, James Hopkins Trust, Kites Corner North Upton Lane, Barnwood GLOUCESTER GL4 3TR**