

## Volunteer Application Form

If you would like support completing this form please contact the Volunteer Coordinator (contact details below). Please answer each question as fully as possible.

### Personal details:

First name	
Surname	
Address	
Postcode	
Home telephone	
Work/Mobile telephone	
Email address	
Gender	
Date of birth	
Where did you hear about volunteering with us?	
If you speak a language other than English, please specify here:	

Do you have any support needs? Please describe here (or contact the Volunteer Coordinator to discuss):

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Role applying for (please indicate in the box):

Befriending		Other (please describe)	
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When are you available to volunteer? (Please indicate all possible times)

**Please take into account that in the case of befriending, most service users prefer to see a volunteer during the day time and it may take longer to place you if you are only available in the evenings. Admin volunteering is restricted to weekday daytime only.**

Day	Morning	Afternoon	Evening	Comments
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Emergency contact details:

(If you prefer, you may complete this section when you start volunteering)

Name	Relationship to you	Contact number

What interests you about volunteering for Choice in Hackney?

Please briefly describe your occupation and or/educational experience up to now:

Please read the attached role description and tell us what makes you suitable for this role:

Details of Criminal Convictions (befriending only):

Because of the sensitive nature of the befriending role, we require you to disclose criminal convictions, including those which are 'spent'. This is necessary to protect the vulnerable people we work with and will be kept confidentially and then destroyed once a decision is made. If you have answered 'yes' to any question, we will ask you about it at your interview but it will not necessarily prevent you from volunteering with Choice. If you are accepted at interview we will carry out an enhanced Disclosure and Barring Service (DBS) check with your consent.

	Yes	No
Have you ever been convicted of a criminal offence?		
Have you ever received a formal police caution?		
Are there any matters pending which may result in a criminal conviction		

Please give the details of two people who will be able to comment on your suitability to volunteer for Choice in Hackney. They should have known you for at least a year and cannot be a member of your family. One of these people should ideally be a previous employer, tutor or Volunteer Manager; the other might be a friend who does not live with you. We will not contact them before the interview.

(If this is difficult for you, please let us know and we can discuss it further)

	Referee 1	Referee 2
Name:		
Relationship to you:		
Position:		
Address:		
Email:		
Tel No:		

By applying to volunteer with us you agree to your personal data being recorded, retained and used by Choice in Hackney for volunteer communication, recruitment and reporting purposes. All personal information is treated in the strictest confidence and in accordance with the principles of the Data Protection Act 1998.

Today's date:

Signature:

Thank you for completing this form. Please send the completed form:

By email: [volunteering@choiceinhackney.org](mailto:volunteering@choiceinhackney.org)

By post: Choice in Hackney, Defoe Block, 50 Hoxton Street, London N1 6LP

If you need to contact us by phone: 020 7613 3206