### PERSONAL DETAILS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | |  | | | **Surname** | |  | | | | | | | | |
| **Date of**  **birth** | |  | | | **First names** | |  | | | | | | | | |
| **Home Address** | | **Postcode** | | | | | | | **Mobile Number** | |  | | | |
| **Landline Number** | |  | | | |
| **Email** | |  | | | | | | | | | | | | |
| **Preferred Method of Communication (please tick)** | | | | | | | | | | | | | | | |
| **Post** |  | | **Text** |  | | **Mobile** | |  | | **Landline** | |  | **Email** |  |

**EMERGENCY CONTACT**

|  |  |
| --- | --- |
| **Name** |  |
| **Contact Number** |  |

### VOLUNTEERING

|  |  |
| --- | --- |
| **What would you like to achieve through volunteering with H4All?** |  |
| **How did you hear about our organisation?** |  |
| **Is there a specific organisation or role that you would like to apply for?** |  |
| **Are there any organisations you would prefer not to volunteer with?** |  |
| **How long can you volunteer for?**  **(Some roles require a 6+ month commitment.)** |  |
| **If offered a volunteer role, when are you available to start?** |  |

**Please tick the sessions you would be available to volunteer for:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **How many hours a week can you volunteer for?** |  |

**SKILLS/ QUALIFICATIONS/ COURSES**

|  |  |
| --- | --- |
| Please list any relevant skills, qualifications or courses you have completed which may be relevant to the type of voluntary role you wish to undertake | |
|  | |
| Languages spoken |  |
| Languages written |  |

**HOBBIES/ INTERESTS**

|  |
| --- |
| Please list any hobbies or interests |
|  |

|  |
| --- |
| **Please tell us about any access requirements or support needs you may have (e.g. large print, induction loop, wheelchair access etc.)** |
|  |

**REFERENCES**

|  |
| --- |
| Please give details of **TWO** referees who have known you for **at least 1 year**. Please do **NOT** include relatives. We cannot accept applications without this information. |

|  |  |  |
| --- | --- | --- |
| **Name of Referee 1** |  | **Name of Referee 2** |
|  |  |  |
| **Role or Job Title** |  | **Role or Job Title** |
|  |  |  |
| **In what capacity does this person know you?** |  | **In what capacity does this person know you?** |
|  |  |  |
| **Address** |  | **Address** |
| **Postcode** |  | **Postcode** |
| **Email** |  | **Email** |
|  |  |  |
| **Telephone Number** |  | **Telephone Number** |
|  |  |  |

**Eligibility** **AND CONSENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please confirm that you have checked your eligibility and are eligible to volunteer in this country in accordance with the relevant legislation. | **Yes** |  | **No** |  |
| Please confirm that you are happy for us to store your information for volunteer purposes. | **Yes** |  | **No** |  |
| Please confirm that you are happy for us to share your information with our partner charities and/or other organisations for volunteer purposes only. | **Yes** |  | **No** |  |
| Please confirm that you are happy to receive our regular newsletter and any updates we feel may be relevant? | **Yes** |  | **No** |  |
| Please confirm that when you no longer wish to volunteer or your role comes to an end, you will contact H4All and request your personal details be removed from our database. | **Yes** |  | **No** |  |

**Criminal Convictions – Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 makes it unlawful for employers, or prospective employers, to take into account offences deemed to be rehabilitated i.e. *spent.* We only ask prospective employees or volunteers to provide details of convictions and cautions that we are legally entitled to know about. Please note that a conviction will not necessarily exclude you from volunteering, but it will be taken into consideration when accessing your suitability.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Volunteering in Administrative roles** | | | | |
| Do you have any criminal convictions other than those which are spent under the terms of the Rehabilitation of Offenders Act 1974? | **Yes** |  | **No** |  |
| **For Volunteering in roles involving vulnerable adults**  **or involving children** | | | | |
| Under the Exceptions Amendment 1975 (as amended in 2013) and Order 2000, do you have any spent or unspent criminal convictions? | **Yes** |  | **No** |  |
| **For regulated roles (unsupervised contact with**  **vulnerable adults and/or children)** | | | | |
| Have you recently completed an enhanced disclosure with full barring check? | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **The information that I have provided within this application form is accurate.** | |
| **Signed** |  |
| **Date** |  |

**Thank you for your interest. Please return your completed form to:**

**Email:** Volunteerhub@H4All.org.uk

**Post:** H4All Volunteer Hub, Key House, 106 High Street, Yiewsley, Middlesex, UB7 7BQ

**PRIVACY POLICY:**

H4All complies fully with current General Data Protection Regulation. For further details, please refer to our privacy policy which can be found on our website [www.h4all.org.uk](http://www.h4all.org.uk). If you wish to receive a paper copy, please email your request to [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk).