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| **VOLUNTEER APPLICATION FORM**  Thank you for your interest in volunteering for Surrey Care Trust. Please complete this application form and return it to us by email to [INSERT](mailto:recruitment@surreycaretrust.org.uk) RELEVANT EMAIL ADDRESS or by post to the INSERT RELEVANT PROGRAMME, Surrey Care Trust, FF12 Astolat, Coniers Way, Guildford, Surrey, GU4 7HL.  Details entered in this part of the form will be held in the HR department and INSERT RELEVANT PROGRAMME Programme of the Surrey Care Trust. For details on how your data will be kept and stored please read our [Privacy Policy](http://www.surreycaretrust.co.uk/wp/privacy-policy/) at www.surreycaretrust.org.uk |

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name/s |  | | | |
| Surname / Family Name |  | | Title |  |
| Address |  | | | |
| Postcode |  | | County |  |
| Home Telephone |  | | Mobile Telephone |  |
| Email Address |  | | | |
| COMMUNICATIONS     * If you become a volunteer with Surrey Care Trust, our staff will be in regular contact about your role and duties, using the details above or others that you provide. * You will also receive volunteer newsletters at least twice a year to keep you updated about what is happening at Surrey Care Trust. * If you want to know more about Surrey Care Trust by receiving more frequent updates from our marketing team, we will add you to our supporter mailing list. You can unsubscribe from this at any time. Otherwise leave this section blank and you will receive volunteer communications only. | | | | |
| YES, please send me news about Surrey Care Trust’s work and fundraising (Please tick all that apply):  🞎 By post (including our Trust Matters newsletter twice a year)  🞎 By email  🞎 By phone  🞎 By text message  (Please note, we don’t use this method of communication currently but tell us if you would be happy for us to contact you in this way in future) | | *By giving us permission to send you our fundraising news, you will ONLY receive information from Surrey Care Trust. We DO NOT sell or share lists of our supporters for other charities or organisations to use for their mailings. You can opt out of receiving mailings from our fundraising and marketing team at any time by emailing* [*info@surreycaretrust.org.uk*](mailto:info@surreycaretrust.org.uk) *or calling 01483 426990.*  *For more information about how our fundraising and marketing team would use your contact details, please visit www.surreycaretrust.org.uk.* | | |
| Current Occupation | | | | |
| Please give details of your occupation (e.g. name and address of employer/s, voluntary organisations or college; hours worked; job or course title) and if you have any previous roles that will support your work with the Surrey Care Trust. | | | | |

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| Which area/areas of our work are you interested in supporting as a volunteer? | | |
| Mentoring 13 to 18 year olds 🞎 | Adult Mentoring 🞎 | Counselling 🞎 |
| Allotment Project - Redhill 🞎 | Swingbridge Community Boats 🞎 | STEPS Learning Centre 🞎 |
| Stanwell Family Centre 🞎 | Local Conversation in Stanwell 🞎 | Fundraising & Marketing 🞎 |
| Finance 🞎 | Human Resources 🞎 | Other 🞎…………………………………….. |

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| **Please let us know a little more about why you would like to volunteer for Surrey Care Trust and why you think you will be suitable?** |
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**Skills and Knowledge**

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| --- | --- | --- | --- |
| Please let us know which of the following areas you have knowledge, skills and experience of: | | | |
| Volunteering 🞎 | Youth Work 🞎 | Probation Work 🞎 | Education 🞎 |
| Boating / Navigation 🞎 | Environmental Work 🞎 | Horticulture 🞎 | Gardening 🞎 |
| Counselling 🞎 | Mentoring 🞎 | Governance 🞎 | Information Systems 🞎 |
| Finance 🞎 | Human Resources 🞎 | Other 🞎 | Childcare/Early Years 🞎 |

**Qualifications**

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| --- | --- | --- |
| Please give details of any relevant qualifications | | |
| Name of Professional Body | Membership Grade / Qualification | Date |
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| **Additional Information** | | | |
| Any additional information you feel is relevant:  **Please tell us your availability to volunteer:** | | | |
|  | AM | PM | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

**References**

Due to the nature of the work carried out by Surrey Care Trust we require two references for all volunteers. Please give the names of two people along with their contact details. We would ask that these are people who know you well but are not related to you. Before providing their personal details to us please ensure you have permission for us to contact them.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname / Family Name |  | First Name |  |
| Occupation |  | Relationship |  |
| Email Address |  | | |
| Telephone | Email | | |
| Can the referee be contacted without further reference to you? |  | | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname / Family Name |  | First Name |  |
| Occupation |  | Relationship |  |
| Email Address |  | | |
| Telephone | Email | | |
| Can the referee be contacted without further reference to you? |  | | |

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| --- | --- |
| Where did you see this vacancy advertised? | |
| 🞎 Surrey Care Trust website  🞎 Search Engine  🞎 Other website  🞎 Newspaper  🞎 Shop window (please give details)  🞎 Event (please give details) | 🞎 Local Newspaper  🞎 Jobcentre Plus  🞎 Radio  🞎 Friend  🞎 Current employee of Surrey Care Trust  🞎 Other  …………………………………………………………………………… |

**CRIMINAL RECORD DECLARATION**

We recognise the contribution that ex-offenders can make as employees and volunteers. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be considered on an individual basis.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | | | |
| Yes | | No | |
| If you have answered yes, you will need to disclose your criminal record.  You can discuss or disclose your record separately to the programme manager, or by email to [kate.lynn@surreycaretrust.org.uk](mailto:kate.lynn@surreycaretrust.org.uk) If by email, please label the subject: CONFIDENTIAL – Your Name – Additional Application Information. | | | |
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|  | | | |
| **DECLARATION:** I declare that the information in this criminal record declaration is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered a role at Surrey Care Trust.  I understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in termination of any volunteering posts within the Surrey Care Trust. | | | |
| Signed: |  | Date: |  |

**DECLARATION**

By signing this form, I declare that all the information set out in this application is true in all respects. I consent to the processing of sensitive data relating to me for the purpose of managing my application and potential role with the Surrey Care Trust, providing that it is in accordance with the GDPR 2016 and Data Protection Act 2018. I understand that many of the beneficiaries of the programmes and services provided by Surrey Care Trust are children, young adults and vulnerable adults and I will be required to obtain an enhanced DBS disclosure to volunteer for those posts within the Trust.

I declare that the details given on this form are correct.

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| **I agree to the above declaration** | | | |
| **Signature** |  |  | |
| **Name** |  | **Date** |  |