

**VOLUNTEER APPLICATION FORM**

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| **Part A - To be completed by A Way Out** | | |
| Date Received: | Lead Worker: | Interview Date: |

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| **Part B - To be completed by applicant, please complete all sections** | | | | |
| **Contact and Personal Details** | | | | |
| Title: | First Name: | | Surname: | |
| Address: | | | | DOB: |
| Home Tel: |
| Work Tel: |
| Mobile Tel: |
| Postcode: | | Email: | | |
| What is the most convenient time to contact you? | | | | |
| What is your preferred method of contacting you? | | | | |
| Next of Kin and Emergency contact telephone number: | | | | |
| Do you have any medical conditions which we need to be aware of for your own safety i.e. Asthma, Diabetes? If yes then please provide detailed information: | | | | |
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| Do you drive? Yes / No | | | | |
| If yes, do you have a car you would be willing to use whilst volunteering? Yes / No | | | | |
| How did you hear about A Way Out? | | | | |

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| **Please explain why you would like to volunteer for A Way Out** |
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| **Please give details of any relevant skills, experience or strengths you have** | | | | | | |
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| **Please tick which areas you would like to work in (you can tick more than one)** | | | | | |
| Liberty (Women’s Service) Evening Outreach |  | Parcel preparation |  | Mentoring/Befriending |  |
| Blossom (Young Women’s Service) |  | Daytime Drop In |  | Specialist area eg. Marketing |  |
| Youth Service |  | Reception Support |  | Other |  |

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| **What times and frequency would you be able to commit to i.e. Mondays 12:00 – 14:00 every week.** |
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| **How long would you be able to commit this time for, please tick the relevant box. Please note that all roles involving direct contact with service users requires a minimum of a 6 month commitment.** | | | | | |
| Less than 6 months |  | 6 months to 1 year |  | More than 1 year |  |

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| **Criminal Record Information – non disclosure of an offence will by default invalidate your application** | |
| A Way Out is legally required to undertake an Enhanced Criminal Records Bureau check for volunteers, and that you will be asked to declare any spent or unspent convictions. Please tick the box below agreeing to this.  Please let us know below of any previous convictions, even if they are ‘spent’. Previous convictions will not necessarily stop you becoming a volunteer but you will be subject to a risk assessment. However, if you do not disclose any previous convictions, we will be unable to offer you a volunteer position. | |
| I agree that an enhanced CRB disclosure can be applied for |  |
| I do not have a criminal record |  |
| I do have a criminal record |  |
| And the details are: | |
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| **References** | | |
| Please supply the details of two referees, these can be either employers (past / present), a college / university tutor or church leader | | |
| **Referee one** | | |
| Title: | First Name: | Surname: |
| Address:  Postcode: | | Home Tel: |
| Work Tel: |
| Mobile Tel: |
| Email: |
| **Referee Two** | | |
| Title: | First Name: | Surname: |
| Address:  Postcode: | | Home Tel: |
| Work Tel: |
| Mobile Tel: |
| Email: |

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| **Data Protection Act 1998 & GDPR** | |
| A Way Out collects information from volunteers under the legal basis of ‘legitimate interest’, to complete a DBS check (including your ID documents e.g. passport); references from referees who can comment on your suitability to volunteer with us; the details of the roles that you support us with so that we may complete references for you should you request for employers; and your bank details so that we may reimburse you for expenses via expense claims. We also collect information about your volunteering role so that we can ensure we support you effectively in the role (e.g. one-to-one supervision meetings, informal interviews, correspondence) and monitor volunteer satisfaction (e.g. reviewing length of volunteering time and reasons for exiting volunteer roles). Under the legal basis of ‘vital interest’ in relation to safeguarding provision A Way Out will also collect and store next of kin details such as name, relationship, contact number.  Data Protection law recognises that certain categories of personal information are more sensitive. This is known as special category data and covers health information, race, religious beliefs and political opinions. We do not usually collect ‘special category data’ about our supporters unless there is a clear reason for doing so, such as participation in a skydive or similar fundraising event or where we need this information to ensure that we provide appropriate facilities or support to enable you to participate in an event. We may also collect special category data if you make the information public or if you tell us about your links to church groups or religious beliefs; however we will always make it clear to you when we collect this information from you, what special category data we are collecting and why.  Your information may be shared internally, including with staff and volunteers.  A Way Out will not share your data with any third parties other than in the following instances:  • Where you provide us with a standing order form containing your bank details we will pass this on to your bank for processing.  • There may be very rare occasions when a volunteer’s contact details may be shared with a statutory service (e.g. the Police) in cases of reporting serious incidents that occur during volunteer support session. A Way Out would always discuss this with volunteers and offer support around this.  We will never share, sell or swap your details with any third parties for the purposes of their own marketing or the monetising of your data.  Please refer to the A Way Out Privacy Policy for Volunteers via www.awayout.co.uk  Please sign the statement below as your consent for A WAY OUT to process sensitive personal data in this area | |
| **I understand that this information will be used only for the purpose set out in the statement above, and my consent is conditional upon A WAY OUT complying with the obligation and duties under the Data Protection Act 1998 and GDPR** | |
| Signed: | Date: |
| Print Name: | |

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| **Declaration** | |
| The above information supplied by me is true to the best of my knowledge. I agree that my details may be passed to the relevant project leader. | |
| Volunteer Applicant Signature: | Date: |
| Guardians Signature if applicant is under 18: | Date: |

Thank you for taking the time to fill in the Volunteer Application form.

Please post your application form to:

**Donna Walker, A WAY OUT, The Gate, 1-2 Castlegate Quay, Stockton on Tees, TS18 1BZ**

Or email: **donna.walker@awayout.co.uk**