

VOLUNTEERING APPLICATION – INFORMAL DISCUSSION

Volunteer Name:
Staff Name/s:
Volunteer Role:
Date:



1. **Tell us about yourself and your interest in this role (e.g. what skills/ experience you might bring)**
2. **What would you like to get out of volunteering?**
3. **Are you interested in exploring a career in healthcare? /Are you interested in hearing more about our Volunteer to Career project?** – volunteers in clinical areas only
4. **There may be times where your workload varies, for example due to clinic appointment cancellations and staff absence. Do you feel comfortable working independently on small practical tasks as well as actively participating in patient treatment?** – volunteers in clinical areas only
5. **Is there any support you might need? (e.g. health / disability / bereavement/ English as second language etc)**
6. **When would you be available to start? Do you have any planned breaks? (agree on set days/times if possible)** (for volunteers in clinical areas only: Please could you specify an alternative day when you would be available for a shadow shift (in addition to your regular shift availability)?)
7. **Each of our roles have commitments standards** (explain these for the role they are applying for) **this is very important due to the level of training and support given for this role and your access to the VtC programme. Please tell us how you will manage your commitment to this role?**

8. Please could you tell us where you heard about this volunteer vacancy?

9. Is there anything you'd like to ask?

10. DBS declaration – confirm (as on application)

11. Please inform applicant of next recruitment steps and timeframes (Week one – provide DBS ID; Week two – started the mandatory training (MT); Week four – Target for completion of MT, Provision of MT certificates to HR; Weeks Five-Seven – bring their DBS certificate when received; Weeks Six-Eight – induction date set)

Notes for staff:

- *Please refer directly to the information provided by the individual on their application to prompt discussion*
- *If you intend to offer the volunteer role directly following the discussion, please do so –inform HR & Recruitment Team and let your new volunteer know what happens next. Let them know that they must start their training by Week 3 and completed by Week 4 to 6).*
- *If you need more time to consider the offer, please take that time – tell the individual when you will be in touch with a decision (this should be as soon as possible).*
- *If you feel that the role is not a good match for the individual, either let them know immediately or take the time to consider further and get back to them. Feedback should be encouraging and honest. The individual is welcome to consider other available volunteer roles (via the website) or can contact volunteer@stoswaldsuk.org for signposting to external volunteering networks and support.*