

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 volunteering as a route to a career? /Are you interested in hearing more about our Volunteer to Career project?**
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 a 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 Volunteer to Career 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. Some roles require you to have a DBS check, do you have any cautions or convictions which would show up on a DBS check?

11. Please inform applicant of next recruitment steps and timeframes

Week One – Provide DBS ID

Week Two – Started the mandatory training (MT)

Week Four –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 humanresources@stoswaldsuk.org & Volunteer Recruitment Team volunteer@stoswaldsuk.org and let your new volunteer know what happens next. Let them know that they must start their training by Week 2 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.*