

|   |          |   |                      |                               |     |                 |     |
|---|----------|---|----------------------|-------------------------------|-----|-----------------|-----|
| <b>What role are you applying for?</b>  |          | <i>Volunteer Administrator (Retail Collection Line)</i> |                      |                               |     |                 |     |
| <b>Personal Details</b>   |          |   |                      |                               |     |                 |     |
| First Name:   | Surname: |   |                      |                               |     |                 |     |
| Date of birth   | Address: |   |                      |                               |     |                 |     |
| Gender  |          |   |                      |                               |     |                 |     |
| Email Address: To save costs this is our preferred method of contacting you   |          |   |                      |                               |     |                 |     |
| Contact Number(s):  |          |   |                      |                               |     | Post Code:      |     |
| <b>Emergency Contact Details</b>  |          |   |                      |                               |     |                 |     |
| Name:   |          |   | Relationship to you: |                               |     | Contact Number: |     |
| <b>Availability – Please tick all that apply</b>  |          |   |                      |                               |     |                 |     |
|   | Mon      | Tues  | Wed                  | Thurs                         | Fri | Sat             | Sun |
| Morning   |          |   |                      |                               |     |                 |     |
| Afternoon   |          |   |                      |                               |     |                 |     |
| Evening up to 8pm   |          |   |                      |                               |     |                 |     |
| Do you want a regular commitment or more flexibility? Regular Commitment      Flexibility   |          |   |                      |                               |     |                 |     |
| How long can you volunteer for?   |          |   |                      |                               |     |                 |     |
| <i>This information doesn't affect the outcome of your application, however it helps us identify future recruitment needs.</i>  |          |   |                      |                               |     |                 |     |
| <b>References - Please give the details of two referees who must not be relatives, who can comment on your suitability to volunteer: e.g. previous employer/doctor/teacher/professional person.</b>   |          |   |                      |                               |     |                 |     |
| <b>1<sup>st</sup> Referee</b>   |          |   |                      | <b>2<sup>nd</sup> Referee</b> |     |                 |     |
| Name:   |          |   |                      | Name:                         |     |                 |     |
| Tel:  |          |   |                      | Tel:                          |     |                 |     |
| Email:  |          |   |                      | Email:                        |     |                 |     |
| <b>Health/Disability</b>  |          |   |                      |                               |     |                 |     |
| Do you have any health issues, disabilities or additional support needs we should be aware of that would affect your ability to volunteer? <b>YES</b> <b>NO</b>   |          |   |                      |                               |     |                 |     |
| Answering yes means you will be asked for further information when we see you for your informal chat.   |          |   |                      |                               |     |                 |     |
| <b>Criminal Record Checks</b>   |          |   |                      |                               |     |                 |     |
| Due to the nature of our organisation almost all potential volunteers will be required to have a Disclosure and Barring Service check which we will undertake on your behalf. You will be asked about any convictions/cautions during your informal chat. Previous criminal convictions/cautions will not necessarily prevent full consideration of your application. |          |   |                      |                               |     |                 |     |

## Data Protection – sharing and protecting your information

By submitting this application you are agreeing to us using your personal information as described in our [Privacy Policy](#)

## Right To Work In The UK (Only to be completed by non UK citizens)

If you are in the UK on a visa does it give you the right to work in the UK? **YES** **NO**

What category of visa do you hold?

You are responsible for ensuring you are allowed to volunteer, failure to do so could jeopardise your immigration status. If in doubt [contact the UK Border Agency](#) for advice.

## More About You – Please tell us why you want to volunteer and what relevant skills and experience you could bring to the role you are applying for.

## Permission To Volunteer (Only to be completed for those aged under 18)

If you are aged under 18 please ask a parent or legal guardian to sign below, by doing so they are confirming they give permission for you to volunteer with us.

Full Name:

Signed:

Date:

## Declaration

If successful I agree to:

- Abide by all policies and procedures of St Oswald's Hospice
- Adhere to St Oswald's [Values & Standards of Behaviour](#)
- Maintain confidentiality of all of the information I may have access to as a result of my volunteering

**I declare, to the best of my knowledge, the information I have provided is true and accurate**

Full Name:

Date:

## Returning Your Application

Please return your completed application form by email or post to:



[volunteer@stoswaldsuk.org](mailto:volunteer@stoswaldsuk.org)



**Volunteering Dept, Regent Ave, Gosforth, Newcastle, NE3 1EE.**

Thank you for taking the time to complete this form, we are always grateful to hear from potential volunteers.

We will contact you within 2 weeks of receipt of this form to arrange an informal chat.

We look forward to meeting you shortly.