



## **VOLUNTEER REGISTRATION FORM**

*Please read the guidelines 'Registering With The Volunteer Centre' before completing this form*

<b>Title</b>	Miss Other:	Mrs	Ms	Mr
<b>First name(s)</b>				
<b>Surname</b>				
<b>Address</b>				
<b>Town</b>				
<b>County</b>				
<b>Postcode</b>				
<b>Phone number(s)</b>				
<b>E-mail address</b>				

**How did you hear about the Volunteer Centre?**

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**Please give details of any skills or interests you have, or any previous volunteering experience.**

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**Why do you want to volunteer? What do you hope to gain/achieve from volunteering?**

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## TYPE OF VOLUNTEERING

Please look through the following lists, and tick up to 3 **areas of interest** (type of service or organisation) and up to 3 **types of activities** that interest you most. This can help us to find you the most suitable volunteering opportunities.

Area of Benefit/Interest:		Type of Activity:	
	Animals		Administration
	Art and Culture		Advice Work and Counselling
	Children		Architecture and Building Work
	Disability		Art
	Disaster Relief		Befriending/Buddying
	Domestic Violence		Business and Management
	Drugs and Addictions		Campaigning and Lobbying
	Education and Literacy		Caring
	Elderly / Older People		Catering
	Emergency Services		Community Work
	Employment		Computers, Technology, Website
	Environment		Counselling
	Families		Driving
	Gay, Lesbian, Bi and Transsexual		Employee/Group Volunteering
	Health and Hospital and Hospices		Entertainment
	Heritage		Finance Work
	Homelessness and Housing		Fundraising
	Human and Civil Rights		Gardening/Environmental
	International Aid and Disaster Relief		Hostel Work
	Legal Aid and Justice		Languages
	Mental Health		Legal Work
	Mentoring		Local Events
	Millennium Volunteers		Marketing and PR and Media
	Museums		Music
	Politics		National/International Events
	Prisoners and Ex-Offenders		Practical Work and DIY
	Race and Ethnicity and Refugees		Retail and Charity Shops
	Religion		Sports Development
	Sport and Outdoor Activities		Teaching, Training & Coaching
	Women's Groups		Trusteeship
	Youth		Under 16 Volunteering
			Youth Work
			Other Please Specify:

## TIMES AVAILABLE

Please indicate by ticking the boxes below when you may be available for volunteering.  
N.B. You are not making an absolute commitment to be available at any of these times.

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Morning							
Afternoon							
Evening							
More details:							

**How much time do you want to spend volunteering (e.g. 2 hours a week)?**

**Are you available for a fixed period (e.g. 6 months, indefinitely)**

**How far are you willing to travel and what kind of transport will you use?**

## PERSONAL DETAILS

**Date of birth:**

**Do you have any medical conditions which might affect the kind of volunteering you can do?**

Yes      No

If so please give details, or discuss this with staff at the Volunteer Centre

**I declare that the information given on this form is to the best of my knowledge and belief true and complete.**

**Signed..... Date.....**

## MONITORING INFORMATION

To make sure that we are serving all sectors of the community, please help us by completing the following equal opportunities monitoring information. The information in this section is confidential and will be used for statistical purposes only.

### DISABILITY

Would you classify yourself as having a disability

No                      Yes

### GENDER

Female                Male

### EMPLOYMENT STATUS

Employed full time	Self employed
Employed part-time	Student
Houseperson	Unable to work
Non-employed	Unemployed
Retired	

### ETHNIC ORIGIN

Any Other Background	Pakistani
Bangladeshi	White and Asian
Black African	White and Black African
Black Caribbean	White and Black Caribbean
Chinese	White British
Indian	White British (English)
Other Asian	White British (Scottish)
Other Black	White British (Welsh)
Other Mixed Background	White Irish
Other White	

## REFERENCES

Please give 2 People (other than relatives or partner) who would be prepared to act as referees:

### REFEREE1:

Name	
Address	
Postcode	
Telephone	
In what capacity do they know you?	

### REFEREE 2:

Name	
Address	
Postcode	
Telephone	
In what capacity do they know you?	

## VOLUNTEER DRIVERS ONLY:

1. Do you have your own vehicle available to use for voluntary driving?

Yes                  No

Type of vehicle: \_\_\_\_\_

If yes, are you insured to use your vehicle while volunteering?

Yes                  No

2. What type of driving licence do you have?

Car Automatic

HGV Class 1

Motorcycle

Car Full

HGV Class 2

PSV/Coach

Car Provisional

HGV Class 3



## **REGISTERING WITH THE VOLUNTEER CENTRE**

Thank you for deciding to register as a volunteer.

So that we can offer you support and advice please take a few minutes to complete this registration document. You can choose not to answer any question. If you are unsure about any part of the form please ask us for advice or assistance.

### **Data**

- At no time will we provide any of your details to a third party without your permission.
- You have the right to have your details removed from the data system.
- We do not sell or give out our mailing list to third parties for commercial purposes.
- The information you give us will be held confidentially and only be used to;
  - (i) Refer you to organisations you have expressed an interest in, so that they can provide you with more information about volunteering with them;
  - (ii) For the Volunteer Centre to include you in a mailing list for information on events, activities or to obtain feedback on services;
  - (iii) We may compile statistical data from time to time but this will never include references to individual people.

### **Criminal Record Bureau disclosures**

Please be aware that some opportunities require that a criminal record check (previously known as police check) be carried out on anyone who wishes to volunteer. This is often the case if the volunteering involves working with children or vulnerable adults. The Volunteer Centre staff can advise you about this process.

### **Support**

As a registered volunteer the Volunteer Centre staff are available to advise and support you in all aspects of volunteering after you have commenced your placement with an organisation. So if you have any questions just make contact with your local office.