**A logo for a volunteer

Description automatically generated**

**Volunteer Registration Form**

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 this document, please ask for advice or assistance.

**Your Details & Preferences**

**Title**…………………**Name**…………………………………………………………………………………….

**Preferred Name**………………………………………………………………………………………………..

**Address**………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Postcode**…………………………………….

**Phone number**………………………………………………………………………………..

**Email**…………………………………………………………………………………………...

**Date of birth**…………………………………

**Do you hold a full driving licence?** Yes No

**Would you class yourself as disabled?** Yes No

**Please tick the areas of volunteering activity you are interested in:**

***EVA Direct Services***

|  |  |
| --- | --- |
| Shopping |  |
| Hobby Buddy  Lacemaker (group support) |  |
|  |
| ***Brokerage Volunteering*** |  |
| Outdoor activities |  |
| Catering |  |
| Technology |  |
| Retail |  |
| Transport  Other |  |
|  |
|  |

**Please tell us about any hobbies and interests**

………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………….

**Please give brief details of any previous volunteering experiences you may have.**

………………………………………………………………………………………………………………….

**How did you hear about Erewash Voluntary Action?**

…………………………………………………………………………………………………………………

**Is there anything else we should be made aware of that would support you in your volunteering?**

………………………………………………………………………………………………………………….

**Please tick each box when you could be available as a volunteer.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **AM** |  |  |  |  |  |  |  |
| **PM** |  |  |  |  |  |  |  |
| **EVE** |  |  |  |  |  |  |  |

**NEXT OF KIN**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Relationship |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

**REFERENCES**

We need the name and address of two referees, who have known you for at least a year, preferably not a family member.

|  |  |  |
| --- | --- | --- |
|  | **Referee One** | **Referee Two** |
| Name |  |  |
| Address |  |  |
| Post Code |  |  |
| Telephone |  |  |
| Email |  |  |

**Please sign to say you have agreement from the referees that we may contact them**

**Signature**………………………………………………………..

**Disclosure & Barring Service**

It is now possible to access the new Update Service to carry out Status Checks on an individual’s DBS certificate meaning, they may never need to apply for another one again. Applicants can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required.

Applicants can register online within 14 days of receiving their DBS certificate (processed by EVA initially). With the volunteer’s permission, EVA can then carry out a free instant online check in the future

**Our volunteers often help in positions of responsibility, and it is necessary for us to ask:**

|  |
| --- |
|  |

|  |
| --- |
|  |

*“Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198”* **Yes No**

Please bear in mind that a police record does not necessarily mean rejection by this organisation.

**I agree to completing a DBS check via Erewash Voluntary Action processed by Erewash Borough Council**

**I agree to become a member of the DBS Update Service and give permission to EVA to check on the DBS update Service website.**

Volunteers cannot carry out any tasks until these forms are processed.

**STATEMENT OF CONFIDENTIALITY**

Volunteers may be placed in a position where they have access to confidential information. It is important to respect these confidences. All volunteers with Erewash Voluntary Action are asked to sign the statement below.

**I undertake that I will not disclose to any third-party confidential information about any client or organisation during the course of my volunteering, or at any other time.**

**However, if any information which is disclosed to me which may put an individual at risk, I am worried, I must disclose that information and/or talk it over with Erewash Voluntary Action’s Chief Executive, or his/her representative.**

**Data Protection Regulation:**

**EVA needs to comply with the Data Protection legislation called GDPR. To ensure we meet these rules, we need your permission to use your data as a volunteer.**

1. At no time will we provide any of your details to a third party without your permission.
2. You have the right to see any information about you that we hold such as a computer database or paper index system.
3. You have the right to challenge us about any information relating to you which we hold in a retrieval system and have this changed.
4. You have the right for your details to be removed.
5. We may compile statistical data from time to time, but this will never include references to a particular individual.
6. In order to keep you up to date with information and events, we may include you in our mailing list or email list.
7. We will never sell or give our mailing lists to a third party.

The information we keep is kept locked and securely stored away, you may ask to see any information we hold on you at any time. We never pass your details onto a third-party organisation without your verbal or written consent. We will hold your information confidentially. Using the information, we will try to match you with volunteering opportunities that appear to suit your preferences and availability. If we find a match, we will contact you with the details of the volunteering opportunity; you can then decide if this is something you would like to become involved with as a volunteer or not. If not, we will continue to look for volunteering opportunities that you may be interested in. We will never send any clients your personal details.

**Please sign below to confirm that you agree to all the statements above:**

**Signature**………………………………………………………………………

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Which age group are you in?** |  | **Employment Status** | | |  |
| 19 - 25 |  | Employed | | |  |
| 26 - 29 |  | Employed Part time | | |  |
| 30 - 34 |  | House person | | |  |
| 35 - 39 |  | Non employed | | |  |
| 40 - 44 |  | Retired | | |  |
| 45 - 49 |  | Self Employed | | |  |
| 50 - 54 |  | Student | | |  |
| 55 - 59 |  | Unable to Work | | |  |
| 60 - 64 |  | Unemployed | | |  |
| Over 65 |  | Prefer not to say | | |  |
| Under 15 |  |  | | |  |
| Prefer not to say |  |  | | |  |
|  |  | |  |

**Which ethnic group do you feel you belong in?**

|  |  |  |  |
| --- | --- | --- | --- |
| White British |  | Indian |  |
| White British (English) |  | Pakistani |  |
| White British (Scottish) |  | Bangladeshi |  |
| White British (Welsh) |  | Other Asian background |  |
| White Irish |  | Black Caribbean |  |
| Other White background |  | Black African |  |
| White & Black Caribbean |  | Other Black background |  |
| White & Black African |  | Chinese |  |
| White & Asian |  | Any other background |  |
| Other Mixed background |  | Prefer not to say |  |

**Nationality**……………………………………………..**Religion**……………………………………………

**Please return the application form to:**

**Erewash Voluntary Action, Granville Avenue, Long Eaton, Derbyshire, NG10 4HD**

**Tel No: 0115 9466740**

**Erewash CVS is a Company Limited by Guarantee Registered in England & Wales No 3537038**

**and a Registered Charity (England & Wales) No 106**

**For further details on volunteering opportunities,**

**Email:** [**volunteers@erewashcvs.org.uk**](mailto:volunteers@erewashcvs.org.uk) **or check out our volunteering website:** [**https://erewashcvsvolife.com/**](https://erewashcvsvolife.com/)