 Volunteer Application Form

Your details:

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| DOB |  |
| Address | Postcode: |
| Home tel No: |  |
| Mobile. |  |
| Email: |  |
| Emergency Contact  Full Name |  |
| Contact No |  |
| **Keeping in touch**  Your support helps WWC+ to continue to provide our services. We will keep in touch with you to tell you about our work, and events. Please tick the relevant box if you’d like to receive/ be contacted by:   * Emails 🞏 post   For further details about how we use and protect your information, please read our ‘data protection/retention policies and privacy statement’ to see how we protect and manage your data. This can be found on our website www.wwcplus.org.uk. You can change your contact preferences at any time, request a copy of our privacy policy or ask any questions by contacting: Tel: 01923 816229 or email: database@watfordwomenscentre.org.uk | |
| **I consent to having ‘Watford Women's Centre Plus’ collect my contact details.   Signature: Date: …………………………………………..** | |
| The work of the charity means that It is our policy to carry out Enhanced DBS checks on staff, trustees and volunteers. We comply with the DBS Code of Practice and undertake not to discriminate unfairly.  A conviction does not necessarily bar you from volunteering with us. | |

**About your offer to help:**

|  |  |
| --- | --- |
| 1. In what area would you like to volunteer for at the Women’s Centre? (please tick all that apply) | * IT/ESOL class assistant * Literacy support tutor * Crèche Worker * Admin support * Reception * Cleaning * IT Support * My Ally Project\* |
| 1. How much time can you give – are there any particular days or times you can or can’t do? (E.g. 3 days a month, I day a week, Tuesday morning only, etc.) |  |
| 1. What skills or experience would you like to use and/or develop in volunteering with Watford Women's Centre Plus? |  |
| 1. How did you hear about us? |  |
| 1. Why would you like to volunteer at Watford Women’s Centre Plus? |  |
| 1. What is your Employment Status (e.g. unemployed, employed full time, student, retired) |  |
| 1. Which of the following IT packages can you use? Please tell us whether you feel you are advanced or beginners with them | * Word * Excel * Power point |
| 1. Have you work in a customer service environment before? | Yes / No (If yes, please give details below) |
| 1. . Are you available to volunteer during the school holidays? | Yes / No |
| 1. Are you able to work in a busy environment and remain calm? | Yes / No |
| **For Learning Support Assistants only:**   1. Have you worked in a classroom environment before? | Yes / No (If yes, please give details below) |

|  |  |
| --- | --- |
| **Personal Declarations**   1. We value all our volunteers for the support and skills they bring.  Please let us know of any relevant health issue (e.g. knee/back problems, hearing) to help use consider any appropriate adjustments to the volunteer environment to support you in your role. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **References:** Please supply us with the name, address, email, phone number of 2 References that have known you for at least 5 yrs. They can be and Employer or a friend, but they should not be related to you. | | | |
| **Reference 1:** | | **Reference 2:** | |
| Full name: |  | Full name: |  |
| Address: |  | Address: |  |
| Contact tel number: |  | Contact tel number: |  |
| Email address: |  | Email address: |  |
| How do you know this person? |  | How do you know this person? |  |

All volunteers are expected to observe the values of Watford Women's Centre Plus and to work within our policy guidelines on, for example, equal opportunities and to respect the confidential nature of some of this work. Volunteers are expected to respect all business confidentialities and any information that is not for public use. Please ask a member of staff if you would like more information on our policies.

I confirm that I have the right to volunteer in the UK. (If you are unsure please speak to us)

I have read and understood the statement on confidentiality, and I understand that failure to comply with Watford Women's Centre Plus rules, regulations and policies may result in dismissal from my voluntary placement.

**To the best of my knowledge, the details on this form are accurate.**

Signed: ………………………………………………………………………….…………… Date: ……………………

**[[1]](#endnote-1)**

1. ***My Ally project is a new National Lottery funded project managed by Watford Women’s centre and provides telephone and face to face practical and emotional support for women impacted by domestic abuse.***

   ***We are looking for volunteers with lived experience of domestic abuse whether that be personally or professionally to join our team.***

   ***To find out more email*** [***keely@watfordwomenscentre.org.uk***](mailto:keely@watfordwomenscentre.org.uk) ***for an information pack*** [↑](#endnote-ref-1)