***Personal details***

*Thank you very much for your interest in volunteering with Orchard. If you need assistance in completing this form or would like any information on the volunteering roles, please don't hesitate to contact us.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Title:* | *First name(s)* | | *Surname* | |
| *Current address* | | | *Postcode* | |
| *Home telephone number* | | *Mobile number* | | *Email address* |
| *If you have a preferred method of contacting you, please indicate:* | | | | |
| *Do you have the right to both live and volunteer in the UK? Yes / No / Unsure*  *If you answered 'no' or 'unsure' please explain:* | | | | |

***Next of kin / emergency contact***

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | | *Relationship* | |
| *Address* | | *Postcode* | |
| *Home telephone number* | *Mobile number* | | *Email address* |

***About you***

*Please use this section to tell us about yourself so that we can identify a role/location to best suit your skills and motivations. Please include details of any transferable skills which may be relevant, including around reliability and flexibility, as well as patience, consideration, empathy and compassion for others. We can build on the skills and experience you bring with you and provide additional training and support as required so, if you do not have previous experience of, or training in volunteering, this need not stop you from applying.*

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| *Why do you want to volunteer with us?* |
| *Do you have any hobbies, interests, previous experience or specific skills that may be useful during your time volunteering with us / to a volunteering activity?* |
| *Are there any specific skills you would like to develop during your volunteering?* |
| *When would you be available to volunteer, and how many hours per week would you be interested in undertaking?* |
| *Are there any particular locations (or Homes) you would be particularly interested in working in?* |

***Health declaration***

*The information you provide will assist us in discussing with you any risk reduction measures we may be able to introduce as a result of identified health concerns. and ensure that we are fulfilling our duty of care towards you.*

***Health declaration***

|  |
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| *Please detail any needs or health concerns you have that may limit your abilities in the volunteer role or that Orchard should be aware of e.g. disability or anything that may require support or an adjustment, such as large print etc.* |
| *Are you currently receiving any treatment which may affect your proposed voluntary activities? Yes / No*  *If you answered yes to the question above, please give brief details.* |
| *Are you taking any medication? Yes / No*  *If you answered yes to the question above, please give brief details.* |

*In order for your application to be considered please read the following statement, by signing and submitting the application for you are signing to confirm:*

*I consider that I am fit and healthy to undertake voluntary work for Orchard. Should any health condition develop during my time as a volunteer I will inform the Home Manager immediately. I understand that this will not necessarily result in the termination of my volunteer role, but must be announced so that measures may be put into place to safeguard myself and others. I understand that Orchard may wish to seek guidance from my GP, with my permission, to ensure that my continued health and safety can be met.*

***Disclosure of criminal convictions***

*Orchard is committed to equal opportunities for all volunteer applicants including those with criminal convictions. Information about criminal convictions will be taken into account ONLY when the conviction is considered relevant to the role. In accordance with the Rehabilitation of Offenders Act 1974 certain volunteer roles are exempt and criminal convictions, in these circumstances, MUST be declared. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing patients, volunteers and employees. In the event of recruitment, any failure to disclose this requested information where this is appropriate to the role, could result in dismissal. A copy of the Organisation's Recruitment and Retention of Offenders and Ex-Offenders Policy is available upon request.*

|  |
| --- |
| *Have you been/are you currently being investigated, cautioned or convicted of a criminal offence in the UK or any other country? Yes / No*  *If so, please state the nature, date(s) and sentence of the offence(s).* |
| *Please provide any other information you feel may be of relevance e.g. circumstances of offence, relevant developments in your situation since the offence etc).* |

*Please provide information on a separate sheet if necessary.*

***References***

*Please provide us with the details of two referees who from personal knowledge are able to comment on your suitability for volunteering. These can be friends, neighbours or colleagues but NOT family members and must be 18+ years of age. Insufficient address information may result in a delay in your application.*

*Reference 1*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Title:* | *Name:* | | *Capacity in which you know this person:* | |
| *Current address* | | | | *Postcode* |
| *Home telephone number* | | *Mobile number* | | *Email address* |

*Reference 2*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Title:* | *Name:* | | *Capacity in which you know this person:* | |
| *Current address* | | | | *Postcode* |
| *Home telephone number* | | *Mobile number* | | *Email address* |

***Declaration***

*In accordance with the Data Protection Act 2018 / General Data Protection Regulations (GDPR), I give my consent for the information in this form to be processed by Orchard for the purposes of volunteering. I understand that a copy of the Company Data Privacy Policy and Privacy Statement is available on-line, which outlines how Orchard collect and use my personal information) and an individual copy can be provided upon request. I also understand that if I am offered a volunteering role, this application form will become part of my volunteer file and record; if I am not offered a role, it will be stored for three months and then destroyed.*

*I understand that Orchard may carry out a Disclosure and Barring Service check, may require me to undertake training relevant to the role, and expects me to follow organisational policies and procedures. I also authorise Orchard to obtain references to support my application. I certify that the information given on this form is correct and that I am eligible to live and volunteer in the UK. I understand that should any false statements or omissions be made, a volunteer role may not be offered.*

|  |  |
| --- | --- |
| *Sign* | *Date* |

*Thank you for your interest in becoming an Orchard volunteer. Please now e-mail your application to:* [*recruitment@orchardcarehomes.com*](mailto:recruitment@orchardcarehomes.com?Subject=Website%20Enquiry) *and someone will be in contact shortly to discuss your application.*

v.1 April 2020