Dear

Thank you for offering to volunteer with IP3 Good Neighbours.

We hope you will find this a rewarding activity as it can help:

* To be valued, appreciated and feel useful
* Benefit the client of the scheme
* Put spare time to good use
* Learn new skills
* Help our community work together to support need

Please complete the attached application form so we can start the process of registering you as a volunteer.

Once you have completed and returned your application form and your reference has been received you will receive a more detailed pack about being a volunteer and you will be required to read and sign various policy documents.

We look forward to working with you and making a difference to those around us.

Yours sincerely

Julie

IP3 Good Neighbours

**Personal Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | First Name(s): | | |  | | | | | | | |
| Surname: | |  | | | | | | | | | | |
| Address: | |  | | | | | | | | | | |
| Post Code: | |  | | | | | | | | | | |
| Email Address: | |  | | | | | | | | | | |
| Home Tel: | |  | | | | | Mobile: | | |  | | |
| Date of Birth: | |  | | | | | | | | | | |
| Do you own a car? (Please indicate with an X) | | Yes | No | Do you have a full clean licence? | | Yes | | No | Are you willing to drive? | | Yes | No |
|  |  |  | |  |  |  |

**Emergency Contact Details**

We may have to quickly contact someone on your behalf in the event of an emergency. Please provide us with the name of the person you would like us to contact.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Relationship to you: | | |  |
| Address: |  | | | | |
| Home Tel: |  | | Mobile: |  | |

**What is your availability for volunteering? Please X all that apply**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |
| Other (please Specify) |  | | | | | | |

**Please indicate the frequency with which you would be willing to volunteer. (Please X)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Daily |  | Weekly |  | Fortnightly |  | Monthly |  |

**What areas are you interested in volunteering in? Please X all that apply**

|  |  |
| --- | --- |
| Shopping |  |
| Befriending |  |
| Practical help e.g. changing a lightbulb |  |
| Helping with pets |  |
| Prescription collection |  |
| Gardening |  |
| Occasional transport |  |
| Fundraising |  |
| Other help/skill |  |

**Please tell us about yourself including and volunteering experience, skills and training.**

|  |
| --- |
|  |

**Criminal Convictions**

|  |  |  |
| --- | --- | --- |
| Do you have any spent convictions? See note below (Please X) | Yes | No |
|  |  |
| If Yes, please provide details in a sealed envelope marked CONFIDENTIAL and ‘For the attention of ‘Volunteer Co-ordinator’. (Please return with this form to the address below) | | |
| Do you have a current registered adult and child workforce DBS check? (Please X) | Yes | No |
|  |  |
| If no you may have to complete one | | |

The Rehabilitation of Offenders Act (ROA) 1974 sets a scale of rehabilitation periods for people who have been convicted of criminal offences. After completing such a period without further convictions, the individual can regard any conviction as ‘spent’ (as if it had not occurred) when applying for jobs other than those that are ‘exempted’. The ROA 1974 (Exceptions) Order 1975 sets out a list of exempted occupations for which applicants are required to declare all criminal convictions ‘spent and unspent’. Some voluntary positions within IP3 Ipswich Good Neighbour Scheme fall within these exempted occupations; this means that some volunteers with IP3 Ipswich Good Neighbour Scheme must declare all criminal convictions. However, having a criminal record will not necessarily bar an applicant from becoming a volunteer with us. We use the Disclosure and Barring Service (DBS) to assess the suitability of applicants who are offered voluntary work with us in some voluntary roles and fully comply with the DBS Code of Practice.

**Eligibility to Volunteer**

|  |  |  |
| --- | --- | --- |
| Are you eligible to volunteer in the UK? (Please X) | Yes | No |
|  |  |

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ a person who does not have the right to work in the UK. Equally an individual could be in breach of their visa or entry clearance conditions if he/she volunteers when not permitted to do so. Therefore, individuals from outside the UK who are intending to volunteer with us are recommended to check their visas/entry clearance conditions before applying, to make sure they are allowed to do voluntary/unpaid work.

**Referee Details**

Please give the names and addresses of two people who have known you for at least **three years** who will provide references. Referees should not be related to you.

|  |  |
| --- | --- |
| **Referee 1** | |
| Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Relationship |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Relationship |  |

**Declaration/ Agreement**

|  |  |  |  |
| --- | --- | --- | --- |
| I agree that information about me may be stored in both electronic and manual forms by the IP3 Ipswich GNS, who undertake not to pass it on to any third party without my permission, subject only to any legal obligations it may have. I also consent to my name being added to the IP3 Ipswich GNS mailing list so I can receive updates and information. I further understand that under the General Data Protection Regulations (GDPR) May 2018, I have the right to request a copy of any personal data held on me. | | | |
| To the best of my knowledge, all information I have provided on this form is accurate | | | |
| Signature |  | Date |  |

We look forward to welcoming you as a volunteer. If you have any queries or questions, please contact Paul Daley our Chair.

Email: [ip3ipswichgns@gmail.com](mailto:ip3ipswichgns@gmial.com)

Phone: 07880 742733

Please return your completed form preferably by email to: [ip3ipswichgnssecretary@gmail.com](mailto:ip3ipswichgnssecretary@gmail.com)

Or by Post to:  
Julie Daniels, 44 Lindbergh Road, Ipswich, IP3 9QX