

Volunteer Enrolment Form



Your Details

Full Name <i>(including title)</i>	<input type="text"/>		
Address <i>(including postcode)</i>	<input type="text"/>		
Date of Birth <i>(for insurance purposes)</i>	<input type="text"/>		
Home Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Work Telephone	<input type="text"/>		
Email Address	<input type="text"/>		

Your Volunteering

Why would you like to give your time to Birmingham St Mary's Hospice?

What volunteer role would you like to apply for?

Have you experienced any deaths in your family or someone close to you in the past 2 years?

No Yes Relationship

Your Availability

Please tick the days and times that you would be available to volunteer:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Your Experience, Skills & Interests

Employment Experience

Please briefly outline your work history

Employment Status

Please tick the box that relates to your current employment status:

- | | |
|----------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Full / part time employment (please delete) | <input type="checkbox"/> Not currently seeking employment |
| <input type="checkbox"/> Unemployed but seeking employment | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Self-employed | <input type="checkbox"/> Full / part time education (please delete) |

Voluntary Experience

Please tell us about any other voluntary work that you have done before

Qualifications & Skills

Please give us details of any qualifications and skills you have gained which you feel are relevant to the role you are applying for

Hobbies & Interests

Please give details of any hobbies and interests that you may have and state whether you would be willing to use them as part of your voluntary work to support the Hospice e.g. arts and crafts, gardening

Your Referees

Two written references are required to support your volunteer application. The names given should be able to testify to your suitability as a volunteer. They should be someone you have known for over 12 months e.g. a friend, neighbour, past or present employer, but must **not** be a relative or member of Hospice staff

	Referee 1	Referee 2
Name		
Relationship To You		
Address <i>(including postcode)</i>		
Email Address		
How long have you known this person?		

Your Nationality & Immigration Status

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) national?

Yes No **(please complete the section below)**

If **no**, not all visas allow you to volunteer. Please supply details of any visa currently held, including number, start / expiry date and details of any restrictions. Please confirm that the visa allows you to volunteer:

Are you a refugee? (no evidence required)

Yes No If yes, please state country of origin

Are you an asylum seeker? (no evidence required)

Yes No If yes, please state country of origin

Rehabilitation of Offenders Act 1974

Have you ever been convicted of any criminal offence?

Yes No If yes, please provide details

Previous convictions will not necessarily prevent you from becoming a volunteer. Any information provided will be kept completely confidential.

Data Protection Act 1998

You agree that the Hospice may hold and use personal information about you for volunteering reasons and to keep you up-to-date with Hospice developments. This information may be stored on both paper and computer files. All your information will be held securely and only accessed by authorised personnel.

Information Consent

As a volunteer, you will be added to our Hospice mailing list in order to receive information about Hospice news and future fundraising events. If you would **not** like to receive this information, please tick here

Declaration

I confirm to the best of my knowledge that the information I have given on the enrolment form is true and correct. I understand that any false information given on this form may lead to any offer of volunteer work being withdrawn or my voluntary placement being terminated.

Signed

Date

"In 2008 our volunteers received the Queen's Award for Voluntary Service. This is a tribute to all our 350 volunteers who make much of what we do possible. The volunteers do more than give time and offer an extra pair of hands. It is no exaggeration to say that they are the engine that keeps the Hospice running – making a massive difference to the lives of patients, families and staff."

Tina Swani, Chief Executive



OFFICE USE ONLY - Applicant Assessment

What is the applicant's suitability for and interest in the position(s) available - when can they start?

Interviewed By:

Signature:

Interviewed By:

Signature: