

VOLUNTEER APPLICATION FORM



Personal Details

Name	
Address including Post Code	
Phone Number	
Mobile Number	
e-mail Address	
Date of Birth	

Please note, any applicants under 16 years of age will have to be accompanied by a parent/guardian throughout their volunteering.

Volunteer Role

Role applying for:	
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Kilbryde Hospice is currently open 9am-5pm, Monday to Friday (subject to change). Evening and weekend volunteer roles tend to surround supporting our various charity shops and ad-hoc activities which raise vital funds for and awareness of the organisation.

About You

To demonstrate your suitability for this role, provide us with detail about your skills and abilities with reference to the relevant role description.

Please provide details as to why you would like to volunteer with Kilbryde Hospice:

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Please provide details in relation to your skills, experience, hobbies etc. that would support your application to volunteer in this role:

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Please provide details of any formal qualifications, courses attended, certificates received

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that would support your application:

Please include copies of any relevant certificates when submitting your application.

Use this space to provide any additional information you feel would be beneficial to our Volunteer Recruitment Team to help process your application:

Kilbryde Hospice is grateful to everyone who wants to support us through volunteering though it is of the utmost importance we ensure the timing is right for people. As such, we ask you to detail any experiences of loss/bereavement you have experienced in the last 12 months.

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References

As part of our recruitment and applicate vetting process you are required to provide us with two people we can contact to provide a character reference on your behalf. One should be from an employer if you have worked in the last 3 years and should be from your Line Manager or the HR Department. The second from a person who has known you for at least 3 years. **Please note relatives, spouse or partners are not eligible to provide this reference**

	Referee 1	Referee 2
Name		
Address		
Phone number		
e-mail address		
Relationship to applicant		

Contact Preferences

We want to ensure that we keep the details we hold about you up to date and communicate with you fully in accordance with your wishes. Please complete this short form to update your preferences.

Contact Preferences

I would like to receive communication via Post	Yes	No
I would like to receive communication via Email	Yes	No
I would like to receive communication via Phone	Yes	No

Data Protection

The information that you provide will be used for advancing the interest of Kilbryde Hospice including: Sending communication in both print and digital format; Offering benefits and services associated with Hospice Care; Promoting links between the Hospice and its supporters; also for our fundraising programmes.

We will hold your information securely and keep it up to date if you notify us of any changes. If you wish to view our Privacy Notice or ask us to stop using your information then please visit www.kilbrydehospice.org.uk and use the links provided.

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Criminal Conviction Declaration

As you will appreciate, volunteering with Kilbryde Hospice may bring you into contact with those in our society who are vulnerable; certain safeguards are in place to protect the wellbeing of these individuals. Please note that declaring a criminal conviction will not automatically exclude you from volunteering with our organisation however it will be discussed further on a role/individual basis to ensure you are placed in the most appropriate role.

The Rehabilitation of Offenders Act 1974

Within the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1995, as amended, the role for which you are volunteering is defined as exempted employment. By virtue of that order, you are asked to disclose any convictions which have been imposed on you whether or not they would in terms of the Act be classed as "spent". This information will, of course be treated in the strictest confidence.

Declaration - Having read the above:

...I hereby declare that I have NO criminal convictions, spent or otherwise	
...I hereby declare that I have the following criminal convictions, spent or otherwise:	
Please provide details:	

Declaration continued:-

I understand that my application to become a volunteer with Kilbryde Hospice is conditional on the information supplied with my application being correct and that if I have withheld any information or any information is found to be false my application may be affected.

The statements made by me in this application and on any additional sheets are true to the best of my knowledge and belief. I hereby consent to the processing of the above data in accordance with the current Data Protection Legislation.

Signature	
Date	

You can submit your application in the following ways:

By post: Volunteer Recruitment Team, Kilbryde Hospice, McGuinness Way. East Kilbryde. G75 8GJ

By email: volunteer.recruitment@kilbrydehospice.org.uk

If you have any questions with regards to volunteering with Kilbryde Hospice or completing this application please contact Lauren McKechnie, Volunteer Development Officer: 01355 202020