

APPLICATION FORM FOR VOLUNTEERING

Date:

Title Mr / Mrs / Miss/ Ms	First Name(s):	Surname:
Address (and postcode):		Telephone Number Home: Mob: (your preferred) Email:
Emergency contact name: Number:		Date of Birth:

Do you have a current UK driving license? **Yes / No**

Do you have access to transport? **Yes / No**

Where did you hear about us?

We appreciate applications from experienced and non-experienced volunteers and we offer all types of volunteering. Please let us know how you are interested in volunteering:

(Please circle all that apply to you).

Volunteering directly with the people we support in their homes.	Volunteering indirectly with the people we support (e.g. shopping).	Volunteering in non-support situations such as head office (e.g. admin).
Wanting to provide long term support to the charity.	Wanting to provide short- term support to the charity.	Unsure whether wanting to volunteer long or short-term.
Driving individuals and groups to activities and appointments.	Supporting people with arts and crafts activities.	Supporting people with land-based activities.
Supporting people with educational activities (both in- house and/or external colleges).	Supporting people in their own homes.	Supporting people with activities outside the charity.
Other:		

We appreciate any time that you can volunteer with us. Please circle any regular days you are able commit to

Monday AM PM	Tuesday AM PM	Wednesday AM PM	Thursday AM PM	Friday AM PM	Saturday AM PM	Sunday AM PM
Other:						

Please provide a summary of previous employment and volunteering.

Main recreational past-times and hobbies.

Why would you like to volunteer for Walsingham Community Solutions charity?

Please give the details of two people willing to provide a reference as to your suitability as a volunteer.

1. Name:

2. Name:

Email address:

Email address:

Address and postcode:

Address and postcode:

Occupation:

Occupation:

Please let us know below whether you have any health issues which may affect your role as a volunteer (e.g. a bad back) so that we can arrange appropriate adjustments or support:

DISCLOSURE AND BARRING SERVICE.

Where appropriate (in relation to each role) volunteers will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service if their application is successful. Having a criminal record will not necessarily bar you from volunteering at Forge Fach, this is dependent on the nature of the circumstances and the background of your offences.

Any information given will be completely confidential and will be considered only in relation to this application.

Have you ever been convicted of a criminal offence by a court of law or cautioned by the police and is any prosecution against you pending?

Yes / No

If **“YES”**, please enclose further information, together with this application, in a separate envelope marked for the attention of the ‘Operations and Development Manager’, giving full details, including relevant dates. Please detail any endorsements, road traffic or other convictions.

By signing this form you are consenting for Walsingham Support to securely hold relevant personal information. Please read the Privacy Notice which outlines your rights under Data Protection legislation.

Please sign below to confirm that to the best of your knowledge the information you have provided is accurate.

Signed.....

Date.....

Consent to Volunteer.

If you would like to volunteer and you are **under the age of 18**, we will need to ask your parent or guardian to sign below to confirm that they are aware that you would like to volunteer for Walsingham Support Community Solutions and/or Walsingham Support.

I am happy for the young person making this application to be considered as a volunteer at Walsingham Support Community Solutions/Walsingham Support.

Signed

Print Name

Relationship

Initial contact.	
Interview.	
References received.	
DBS completed.	
Volunteer agreement completed.	
Induction.	
Driving details recorded (where applicable).	
Volunteer role commenced.	

This application can either be returned electronically

to: volunteers@walsingham.com

Privacy Notice and Consent

As of 25th May 2018, the General Data Protection Regulation (**GDPR**) introduces enhanced data protection and privacy for all individuals within the European Union. This Privacy Notice is being sent to you because we require your consent to process your personal data. If you would like to know more about Walsingham Support's GDPR Policy then please follow the link here [website]. We celebrate the fact that everyone is unique and is at the centre of everything we do.

Walsingham Support is registered with the Charity Commission number 294832. Our registered address is Suite 500, 1ST Floor, Building 4, North London Business Park, Oakleigh Road South, New Southgate, London N11 1GN. This Privacy Notice and Consent also applies to our subsidiaries, Walsingham Support Community Solutions and Forge Fach Charity Limited.

You are being sent this Privacy Notice because we process your personal data as a person we support, supporter or family member of such person, trustee, member, staff, volunteer, adviser, complainant, enquirer, representative of an organisation we have a relationship with, donor, or other connected person and so that you can give us your consent to our processing your personal data.

1. The purpose we need to process your data is for some or all the following reasons:
 - compliance with legal, regulatory and corporate governance obligations and good practice
 - gathering information as part of inspections by regulatory bodies or legal proceedings or requests
 - ensuring business policies are adhered to (such as policies covering security and Internet use)
 - operational reasons, such as recording services, training and quality control
 - ensuring the confidentiality of commercially sensitive data
 - security vetting, examining complaints and allegations of criminal offences
 - preventing unauthorised access and modifications to systems
 - checking references
 - ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences
 - staff administration and assessments, monitoring staff conduct, disciplinary matters
 - enabling us to meet our charitable objects generally.
2. In processing your data, in each case, we have balanced our own legitimate interests against your interests and fundamental rights and freedoms. We believe that it is in both of our interests for our processing your personal data to help us deliver on the important work that we do in the community.
3. The type of personal information we process may include your personal details, family details, lifestyle and social circumstances, membership details, goods and services, financial details, education and employment details, health and medical records, visual images, personal appearance and behaviour, or living accommodation details. We may also process special category data including your physical or mental health details, racial or ethnic origin, religious or other beliefs of a similar nature, offences and alleged offences, criminal proceedings, outcomes and sentences, trade union membership.
4. We shall ensure that the processing of your personal data by any recipient or categories of recipients such as public authorities will be in compliance with the applicable data protection rules according to the purposes of the processing.

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5. We will not transfer your personal data outside of the United Kingdom or European Economic Area.
 6. Your data is subject to a retention period depending on the nature of the data.
 7. We are under a legal obligation to give effect to your rights.
 8. You have the right to object to the processing of your personal data.
 9. You have the right to withdraw your consent at any time.
 10. To exercise your rights or for more information on your rights or in case you have any questions, please first contact your usual contact at Walsingham Support. Our Data Protection Officer (DPO) is Adam Paver-Merrison and our Subject Access Request Coordinator is Ravanti Halai. They can be contacted at GDPR_inquiries@walsingham.com. In responding to your request, we may need to verify your identity by photo ID. This is to ensure information security of your personal data.
 11. You have the right to lodge a complaint with the Charity Commission (our supervisory authority) at any time and the Information Commissioner's Office (ICO).
 12. We will not source your personal data other than with your consent or from a third party if the data and its processing is necessary for our legitimate interests provided that in each case -
 - a. We have identified the legitimate interest
 - b. Show that processing is necessary to achieve it
 - c. Balance it against your interests, rights and freedoms
 13. We apply the same best practice standards to processing your personal data whether obtained directly from you or a third party.
 14. We do not have in place any automated decision-making processes.
 15. This Privacy Notice is provided to you at the time your personal data is obtained from you or within one month.
 16. In case you do not give us your consent or you withdraw your consent this may result in our not being able to provide services to you.

I consent to the processing of all categories of personal data including where relevant special category data on these terms.

Name: _____

Signed:

Date: _____