Resource sheet 5i:

# Sample volunteer expression of interest form

If you have any difficulties completing this registration form, please contact us:

*(organisation contact details).*

Please send this completed form to: (insert contact details)

|  |  |  |  |
| --- | --- | --- | --- |
| **Your contact information** | | | |
| Title: | Forename(s): | | Surname: |
| Address: | | | |
|  | | | Postcode: |
| Home  | | | Mobile  |
| Email: | | | |
| Preferred method of contact: | |  | |
| Date of Birth (if under 18): | |  | Under 16 years of age? |
| *Please note that parental or guardian consent is required for volunteers under 16 years of age.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **How did you hear about us?** *(please tick all that apply below)* | | | |
| (Charity name) website | Internet search | Passing by | |
| Social media | School / college / university | Job Centre | |
| Talk / presentation | Word of mouth | Poster / flyer | |
| Event – please name |  |  | |
| Other - please name |  |  | |
| **Which of our roles are you interested in?** | | | |
|  | | | |
| **What would you like to gain from volunteering with us?**  *Your motivation might be work-related such as adding something to your cv, or personal, such as gaining satisfaction or meeting new people – or both. This information helps us to provide you with a productive volunteering experience.* | | | |
|  | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please give details of when you are available to volunteer.**  Our morning shift is …… and afternoon shift is ……. | | | | | | | | | |
| Mon | | Tues | | Wed | | Thurs | | Fri | |
| am | pm | am | pm | am | pm | am | pm | am | pm |
|  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **What length of volunteering opportunity are you looking for?**  *This information helps us to plan your volunteering experience.* | |
|  Short-term (up to a month) |  Mid-term (up to six months) |
|  Long term (over six months) |  Event volunteering (usually 1-5 days) |

|  |
| --- |
| Do you have any support needs, access requirements or medical conditions you feel we should know about, in order to provide you with a safe and enjoyable volunteering experience?  *This information will be kept confidential. Details will only be shared with relevant members of staff with your permission.* |
|  |

DBS checking

If you’re interested in a role that involves volunteering with children and / or vulnerable adults, we may be required to complete a DBS check for you. You will not be required to pay for this.

Convictions

If you have any current convictions, we may ask you to declare them when you meet us for an informal chat. If you’re interested in a role that involves volunteering with children and / or vulnerable adults, we will ask for information about current and spent criminal convictions. Having a criminal record will not necessarily exclude you from volunteering with us.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Character references**  Please provide two character referees who have known you well as an individual for at least 1 year. This does not have to be through work, although please do not use your spouse, partner or family members. | | | | |
| **Reference 1** | | | | |
| Title | Forename(s): | | Surname: | |
|  | | Email: | | |
| How does this person know you? | | | | |
| **Reference 2** | | | | |
| Title: | Forename(s): | | | Surname: |
|  | | Email: | | |
| How does this person know you? | | | | |

|  |
| --- |
| **For volunteers under 16 years of age: Parent / guardian consent** |
| I permit my child/ward to volunteer with *(organisation name)* and for their details to be held on file in accordance with current data protection legislation. |
| Parent/guardian signature: Date: |

Declaration

I confirm that the information given in this registration form is correct to the best of my understanding and I understand that any offer of volunteering with *(name of charity)* is subject to satisfactory character references, and binding in honour only.

Applicant signature: Date:

*Typing your signature is permitted for email registrations*

|  |
| --- |
| **Statement: Data protection Act 2018** |
| ***You must include a statement that includes the following information:***   * A brief statement about what your organisation does. * We will use your personal information to: * (list all purposes for which it will be used) * We may need to share your personal information with: * (list all relevant partners/organisations/agencies) * Your information will be stored securely for (x years) at the end of your volunteering.   More information on how we handle personal information and your rights under the data protection legislation can be found in our Privacy Notice. Please visit: *(insert web address of organisation GDPR Privacy Policy)*. |

[🖰 2j. FACT SHEET Data protection and GDPR legislation](https://drive.google.com/open?id=0BxM5UHfVB7YWVFV6a1dhbFhHakE)

Warwickshire & Solihull Community and Voluntary Action

CAVA supports volunteer-involving organisations and groups across Warwickshire and Solihull in developing and maintaining good practice in their relationships with volunteers. We offer up-to-date information, advice and guidance on a range of topics including:

* Setting up a volunteer programme
* Developing volunteer roles
* Volunteer recruitment
* Volunteer retention
* Legal and insurance information
* Inclusive volunteering
* Addressing challenges with volunteers.

CAVA’s Resource Library

CAVA’s resource library contains a wide range of up-to-date, free resources for Warwickshire and Solihull’s community and voluntary organisations in the following topic areas:

* Groups & organisations
* Volunteering
* Safeguarding.

Visit [www.wcava.org.uk/resource-library](http://www.wcava.org.uk/resource-library) to view.

For more support and guidance

|  |  |
| --- | --- |
| For more support and guidance on any aspect of volunteer management, contact your local CAVA Volunteering Coordinator: | |
|  |  |
| North Warwickshire 🞟 Michelle Black  01827 718080 🞟 07458 017969  michelle.black@wcava.org.uk | Warwick District 🞟 Helen Wilkinson 01926 477512 🞟 07966 380276 helen.wilkinson@wcava.org.uk |
| Nuneaton & Bedworth 🞟 Tina Wragg  024 7638 5765 🞟 07966 380415  tina.wragg@wcava.org.uk | Stratford District 🞟 Fiona Anderson  07850 515197  fiona.anderson@wcava.org.uk |
| Rugby Borough 🞟 Carol Kavanagh 01788 539578 🞟 07966 380314  ckavanagh@wcava.org.uk | Solihull Borough  0121 312 3717  solihullinfo@wcava.org.uk |

DISCLAIMER

Although every effort has been made to verify the accuracy of materials in CAVA's resource

library, users are advised to check independently on matters of specific interest.