



CLEGWELL & HARTLEYBURN COMMUNITY HUB (CIO)



Mountbatten Avenue, Hebburn. Tyne and Wear. NE31 2QP.
Clegwell Tel. No. 0191 4897575 Hartleyburn Tel. No. 0191 4280555
Registered Charity Number (England) 1171657

Volunteer Application Form

Personal details

Thank you very much for your interest in volunteering with Clegwell & Hartleyburn Community Hub (CIO). If you need assistance in completing this form or would like any information on the volunteering roles, please don't hesitate to contact the Hubs on (0191) 4897575 or (0191) 4280555, Clegwell option 1, Hartleyburn option 2 or Red Roof Kids Club option 3.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other ☐

First Name(s):

Surname:

Current Address:

Postcode:

Home Telephone:

Mobile Number:

Email Address:

If you have a preferred method of contact please select all that apply:

Email ☐ Text ☐ Telephone ☐ Post ☐

Do you hold a current Driving License: YES ☐ NO ☐

If this is an EU or international license, Please tick here: ☐

Do you have your own transport? YES ☐ NO ☐

Do you have the right to both live and volunteer in the UK? YES NO ☐ UNSURE ☐

If you have answered "NO" OR "Unsure" please explain:

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Next of kin

Name:

Relationship:

Next of kin address:

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Next of Kin Postcode:

Next of kin telephone number:

Next of kin work phone:

Next of kin mobile:

Volunteer roles

To help us process your application, please tick which volunteer area(s) you would be most interested in. Note: this list is not absolute and other areas may be available after further discussion. Key to locations: CH - (Clegwell Hub) or HH - (Hartleyburn Hub) Hebburn. Please note that some positions are only available at one location.

Volunteer roles

- ☐ Admin
- ☐ Arts and crafts
- ☐ Catering
- ☐ Family Support Services and/or counselling
- ☐ Fundraising/merchandising
- ☐ Housekeeping services
- ☐ Jolly Tots Parent & Toddlers
- ☐ Maintenance/gardening
- ☐ Driving - Collections
- ☐ Day Care - Activities
- ☐ Day Care
- ☐ Day Care
- ☐ Day Care
- ☐ Gym – Personal Trainer / Inductions
- ☐ Reception (HH)
- ☐ Reception (CH)
- ☐ Red Roof Kids Club – After School and Holiday Care
- ☐ Don't know

About you

Please use this section to tell us about yourself so that we can identify a role/location to best suit your skills and motivations. Previous experience or skills are not required as training will be given.

Why do you want to Volunteer with us?

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Do you have any hobbies, interests, previous experience or specific skills that may be useful to a volunteering activity?

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Are there any specific skills you would like to develop during your volunteering?

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Health declaration

The information you provide will assist us in discussing with you any risk reduction measures we may be able to introduce as a result of identified health concerns. Your response may prompt us to request guidance from your GP, with your permission, and only where we have concerns regarding your health and safety to carry out the duties associated with your chosen voluntary position.

Health declaration - Please detail any needs or health concerns you have that may limit your abilities in the volunteer role or that Clegwell and Hartleyburn Community Hubs should be aware of e.g. disability, mobility, back problems, epilepsy, heart or blood pressure problems, child or other caring responsibilities, large print etc.

Have you suffered a close or family bereavement within the last 12 months? YES ☐ NO ☐

If you have answered yes to the question above, please give brief details.

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Are you currently receiving and medical/psychiatric treatment which may affect your proposed voluntary activities? YES ☐ NO ☐

If you have answered yes to the question above, please give brief details.

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Are you taking any medication? YES ☐ NO ☐

If you have answered yes to the question above, please give brief details.

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☐ In order for your application to be considered please read the following statement and tick this box: I consider that I am fit and healthy to undertake voluntary work for Clegwell and Hartleyburn Community Hubs (CIO). Should any health condition develop during my time as a volunteer I will inform the Charity immediately. I understand that this will not necessarily result in the termination of my volunteer role, but must be announced so that measures may be put into place to safeguard myself and others. I understand that Clegwell and Hartleyburn Community Hubs may wish to seek guidance from my GP, with my permission, to ensure that my continued health and safety can be met.

Please add the date you have submitted this form

Disclosure of criminal convictions

Clegwell and Hartleyburn Community Hubs (CIO) is committed to equal opportunity for all volunteer applicants including those with criminal convictions. Information about criminal convictions will be taken into account ONLY when the conviction is considered relevant to the role. In accordance with the Rehabilitation of Offenders Act 1974 certain volunteer roles are exempt and criminal convictions, in these circumstances, MUST be declared. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care, volunteers and employees. In the event of recruitment, any failure to disclose this requested information where this is appropriate to the role, could result in dismissal. A copy of the Organisation's Recruitment and Retention of Offenders and Ex-Offenders Policy is available upon request.

Have you been/are you currently being investigated, cautioned or convicted of a criminal offence in the UK or any other country? *

☐ Yes

☐ No

If you have any questions about this please contact the Community Development and Facilities Business Manager on 0191 4897575

If so, please state the nature, date(s) and sentence of the offence(s).

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Please provide any other information you feel may be of relevance e.g. circumstances of offence, relevant developments in your situation since the offence etc.

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References

Please provide us with the details of two referees who from personal knowledge are able to comment on your suitability for volunteering. These can be friends, neighbours or colleagues but NOT family members and must be 18+ years of age. Insufficient address information may result in a delay in your application.

Referee One

Your referees can be friends, neighbours or colleagues but not family members and must be over 18.

Title: Mr Mrs Miss Ms Dr Other

First Name(s):

Surname:

Current Address:

Postcode:

Home Telephone: Mobile Number:

Email Address:

In what capacity do you know this person?
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Referee Two

Your referees can be friends, neighbours or colleagues but not family members and must be over 18.

Title: Mr Mrs Miss Ms Dr Other

First Name(s):

Surname:

Current Address:

Postcode:

Home Telephone: Mobile Number:

Email Address:

In what capacity do you know this person?
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Declaration

In accordance with the Data Protection Act 1998, I give my consent for the information in this form to be processed by Clegwell and Hartleyburn Community Hubs (CIO) for the purposes of volunteering. I understand that if I am offered a volunteering role, this application form will become part of my volunteer file and record. If I am not offered a role, it will be stored for three months and then destroyed.

I understand that Clegwell and Hartleyburn Community Hubs (CIO) may carry out a Disclosure and Barring Service check, may require me to undertake training relevant to the role, and expects me to follow organisational policies and procedures. I certify that the information given on this form is correct and that should any false statements or omissions be made, a volunteer role may not be offered.

☐ Declaration:- please read the declaration above and check this box to confirm you agree with this declaration.

Date of declaration *

☐ Thank you for your interest in becoming a Clegwell and Hartleyburn Community Hubs (CIO) volunteer. We will now write to your referees and contact you once we receive both references.

Equal opportunities monitoring form - please complete

We welcome interest from any person who wishes to volunteer at Clegwell and Hartleyburn Community Hubs (CIO) and seek to reflect the diversity of our community in terms of race, culture, gender, sexuality, age and disability.

This information is used only for the purposes of ensuring the effectiveness of our Equal Opportunities Policy, which is available on request, and will not be used in the recruitment process. Any information you provide will be strictly confidential.

Your initials

Date of birth

Gender

- ☐ Male
- ☐ Female
- ☐ Please tick if this was not the gender assigned at birth

Please tick the appropriate box to describe your ethnic origin

- ☐ White British
- ☐ White Irish
- ☐ Any other White background
- ☐ Mixed White and Asian
- ☐ Mixed White and Indian
- ☐ Mixed White and Black African
- ☐ Any other Mixed background

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any Other Asian background
- ☐ Caribbean
- ☐ African
- ☐ Any Other Black background
- ☐ Chinese
- ☐ Other

Disability

The Disability Discrimination Act 1995 defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?

- ☐ Yes
- ☐ No

If so, please specify

- ☐ Physical impairment
- ☐ Mental impairment

Other disability, please provide details

Religion or belief

Please indicate your religion or belief

- ☐ Christian
- ☐ Hindu
- ☐ Muslim
- ☐ Sikh
- ☐ Jewish
- ☐ Buddhist
- ☐ Other
- ☐ No religion

How did you hear about volunteering opportunities at Clegwell and Hartleyburn Community Hubs (CIO)?

- ☐ Word of mouth
- ☐ Newspaper or magazine
- ☐ Poster or flyer
- ☐ Website
- ☐ In the Hospice
- ☐ At an event
- ☐ Other

Please specify

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