FCV Dorcas, Finsbury and Clerkenwell Volunteers,

The Community Room, 21a Midway House, Manningford Close,

London EC1V 7HP

Tel: 020 7689 1574 email: hello@fcv-dorcas.org.uk

Registered Charity No: 268511

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| **FCV DORCAS VOLUNTEER APPLICATION FORM** | |
| **First Name:** | **Surname:** |
| **Date of birth (optional):** | |
| **Current address**: | |
| **Postcode:** | |
| **Home Tel no:**  **Work Tel No:** | **Mobile:** |
| **May we contact you at work? YES NO** | |
| **Your Email:** | |
| **PLEASE TICK THE VOLUNTEER ROLE(S) THAT INTEREST YOU :** | |
| **Befriender  Office Admin Telephone Befriending**  **Lunch Club Fundraising Assistant**  **Assisting with outings & shopping trips**  **Minibus driver** | |
| Please indicate whom you would like to work with. Please indicate order of preference if you wish. | |
| **Disabled adults Older people Couple/SinglePerson**  **Couple / Single Person Smoker / Non-smoker**  **No Preference** | |
| What kinds of volunteer work would you like and are willing to do? (Please tick all that apply) | |
| **Chatting / listening Practical help for clients**  **Helping with Refreshments Helping to prepare or serve lunches**  **Taking someone out Arts/crafts/music Pushing a wheelchair**  **Driving a minibus Escort on minibus Gardening**  **Administration/paperwork Translation and/or interpreting**  **Organising Events Attending or supporting events**  **Any other suggestions:** | |
| **Do you like animals/pets?** YES NO | |
| **Given the right information and guidelines - would you be willing to work with clients with HIV or AIDS?**  YES NO | |
| What days and times would you be available to volunteer with us? | |
| **Which would be the best day and time for you?** | |
| How long do you plan to volunteer with fcv Dorcas? (Please tick accordingly) | |
| **Three to six months** **More than six months**:  (NB: Volunteers are free to leave at any time should the need arise, but must commit to at least 3 months) | |
| What attracted you to apply for a volunteer role with fcv Dorcas? | |
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| PREVIOUS EXPERIENCE | |
| Are you presently employed/studying? YES NO  If yes – please give brief details of your current job/course? | |
| What previous experience, including voluntary work, do you have? | |
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| What personal interests or hobbies do you have? (thIS INFORMATION IS useful when trying to match you with a client) | |
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| What skills, knowledge and experience do you feel you could bring to a voluntary role at FCV Dorcas? |
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| **Do you have any medical/ nursing/ first aid experience?** YES NO  **If yes, then please give further information**: |
| **Do you have a full current driving license?** YES NO |
| *At FCV Dorcas we aim to be an inclusive and supportive organisation. In accordance with the Disability Discrimination Act 1995, a person is considered to have a disability if s/he has ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ Please note it is the effect of the impairment, without treatment, which determines if an individual meets this definition of disability.*  **Do you consider that you meet this definition of disability?**  YES NO  **Please explain if you answered YES:** |
| **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 further information from you where we have concerns regarding your health and safety to carry out the duties associated with your chosen voluntary position.  Do you have any health concerns you have that may limit your abilities in the volunteer role or that FCV Dorcas should be aware of e.g. disability, mobility, back problems, epilepsy, heart or blood pressure problems, mental health issues, large print etc.  YES NO  **If ‘YES’, please outline details below:** |
| **Are there any reasonable adjustments that we could make as part of your recruitment process that would enable you to fulfill a volunteer role with us?**  **Have you any access or communication needs, of which we should be aware?** |
| **We have an Equal Opportunities Policy (available on our website)**  **Do you agree to work within this Policy?** **YES**  **NO** |
| **Do you agree to your details being kept in line with our Data Protection Policy (available on our website) for a limited period?** **YES NO**  **(Please also see consent declaration below)** |
| **How did you hear about FCV Dorcas?** |
| **REFERENCES:** |
| **Please give the names, addresses and phone numbers of two referees: -**  **These should NOT be family members or friends.** (They may be former employers, a college tutor, religious or community leaders, former organisation where you have volunteered, social worker, etc.)  (*If you have a problem with identifying two referees, please speak to the Volunteer Coordinator and/ or an Executive Committee Member.*) |

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| **First Referee** | | |
| **Name:** | **Relationship to you:** | |
| Address: | | |
| **Telephone:** | | |
| **Email:** | | |
| **Second Referee** | | |
| **Name:** | | **Relationship to you:** |
| Address: | | |
| **Telephone:** | | |
| **Email:** | | |
| PLEASE SIGN AND DATE YOUR APPLICATION FORM:- | | |
| **Signed:** | **Date:** | |

**CONSENT TO HOLD YOUR DATA**

FCV Dorcas hold personal data within the European Economic Area in electronic and paper format. FCV Dorcas ensure the security of this data is kept in line with the General Data Protection Regulations.

We retain your personal data for as long as you are registered with our services. We normally keep your personal data for up to 3 years after you have exited from our services. After this time period we will delete this data. Electronic data will be deleted, paper records will be shredded.

We will review your consent to hold your data every 3 years and contact you again to ensure that you are happy for us to hold your data.

Any personal data we do collect will only be used as permitted by law. Your personal data will not be used without your permission and you have the right to withdraw your permission at any time. If you have any concerns or complaints about how we are handling your data pleased not hesitate to get in touch. You can also contact the [Information Commissioner’s Office](https://ico.org.uk/global/contact-us/).

**Confirmation**

***I hereby confirm that the information provided by me on my registration form is to the best of my knowledge true.***

**I consent:**

***I give FCV Dorcas the permission to store my data in electronic and paper format for all general purposes in relation to the work of FCV Dorcas, as required for the purposes of my registration with FCV Dorcas.***

**Signed: ……………………………………. Date: …………………………..**

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| **Please return your completed application form to:**  **CLARE AMBROSE – VOLUNTEER SERVICES CO-ORDINATOR** | |
| By email to: | [admin@fcv-dorcas.org.uk](mailto:admin@fcv-dorcas.org.uk) |
| By post: | The Community Room  21a Midway House  Manningford Close  Islington  London  EC1V 7HP |