

Arun Sunshine Group



Dove Lodge, 49 Beach Road, Littlehampton, West Sussex, BN17 5JG
Tel: 01903 714930 Email: derek@arunsunshine.org.uk
Registered Charity No 1114803

Registering as a Volunteer

Thank you for your interest in becoming a volunteer with the Arun Sunshine Group. We hope that you will find your voluntary position both interesting and rewarding. Our Members are, for various reasons, in a vulnerable position. I am, therefore, sure that you will understand that we need to initiate a number of checks as part of the volunteer registration process.

Please complete (**USING BLOCK CAPITALS**).

References:

You will be required to provide two referees. One of the referees should have known you for at least two years (e.g. a previous employer or friend but not family members).

Data Protection:

1. At no time will we provide any of your details to a third party without your permission.
2. You have the right to see any information about you that we hold in a retrieval system such as a computer database or paper index system.
3. You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
4. You have the right for your details to be removed from a retrieval system.
5. We may compile statistical data from time to time but this will never include references to a particular individual.
6. In order to keep you up to date with information and events we may include you in our mailing list or email list.
7. We will never sell or give our mailing lists to a third party.

What will we do with the information you give us?

We will hold your information confidentially. Using the information we will try to match you with the volunteering opportunity you have requested. We will never send anyone your personal details without your prior permission.

Please remember that we are available to answer any queries that you may have in relation to your request for voluntary work within our organisation.

We look forward to receiving your completed form.

Best Wishes

A handwritten signature in black ink that reads 'Derek Moore MBE'.

Derek Moore MBE – Project Leader

Arun Sunshine Group



Volunteer Application Form

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Please write clearly
All information will be treated in confidence
and will be used by ASG to assess
your suitability for a volunteer position.

Surname: (Mr. / Mrs. / Miss / Ms)

Forename(s):

Address:

..... Post Code:

Tel No: Email:

Date of Birth: / / Do you have a Disability? YES/NO

Please give general details (if appropriate)

.....

Could you commit 3.5 hours on a fortnightly basis? YES/NO

Please circle – are you: Employed Unemployed Student Retired

Other (please specify):

If unemployed when were you last in paid employment?

Please tick the area or areas in which you would like to be involved.

Fundraising Sessions work Trusteeship

Please give a brief description of previous volunteer work:

Please give details of your employment history:

Qualifications (academic or otherwise):

Outline any relevant training (accredited or otherwise):

Are you prepared to attend relevant training: YES/NO

Do you hold a current clean driving license: YES/NO

Do you have access to a car: YES/NO

Do you have a medical condition that may affect your skills or safe working and/or the welfare of fellow volunteers/employees or members? YES/NO

If yes, please give details:

.....

.....

What do you feel you have to offer as a volunteer?

What would you hope to gain from your volunteering?

How did you hear about hear about ASG?

Please tell us about any hobbies or interests:

References

Please name two people who can stand as a referee. One of the referees should know you for at least two years (e.g. a previous employer or friend).

Name:..... Name:

Address:..... Address:

.....

.....

In what capacity do you know them?

.....

Note: Please give your referees a copy of the reference form and ask them to return the completed form to the Project Leader (address as at the end of the reference form).

Signed: Date: / /



ARUN SUNSHINE GROUP

REFERENCE FORM *Strictly private & Confidential*

Please use block CAPITALS for name and address

Referee's name: _____

Address: _____

Postcode: _____

Tel No: _____

REFERENCE FOR: _____

How long have you known the person in question? _____

In what capacity? _____

As many people depend on voluntary service, could you comment on the person's reliability, punctuality, trustworthiness and on his/her approach to voluntary work, which may be with vulnerable people.

How would you describe the applicant's flexibility with different people? i.e. Colleagues, Supervisors, or people with special needs etc.

In some cases voluntary work includes some induction training and ongoing supervision. Please comment on the likely attitude of the applicant to this in relation to willingness to learn and concerning the frustration of setbacks.

Does he/she work on their own initiative? _____

Can the applicant handle confidential information responsibly? _____

Do they have any skill, which you feel would be particularly helpful?

Do you know of any reason why the applicant would not be suitable for voluntary work?

Any other comments?

Signed: _____

Date: _____

Please complete, seal in an envelope marked confidential and return, by post or by hand, via yourself or the applicant, to:

Derek Moore MBE
Project Leader
Arun Sunshine Group

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Littlehampton
West Sussex BN17 5JG