

APPLICATION FOR VOLUNTEERING

PERSONAL DETAILS

Title

Surname

Forename/s

Address

Home Tel

Email

Mobile Tel

Work Tel

VOLUNTEERING

Please explain why you would like to volunteer for Green Door and what skills you could bring.

OTHER EXPERIENCE

Please give further details of any voluntary or paid work you have done. Include any positions of responsibility (Treasurer, Secretary etc.). Please continue on separate sheet if necessary.

AVAILABILITY

Please tick when you would be able to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

ADDITIONAL INFORMATION

Do you have any specific support needs?

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DECLARATION

I declare that the information given on this application form is, to the best of my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, an offer of volunteering may be withdrawn or I may be dismissed from volunteering.

Signed:

Date:

NEW VOLUNTEERS INFORMATION FORM

NEXT OF KIN DETAILS

In the event of an emergency please give details of two next of kin.

FIRST CONTACT	
NAME	
ADDRESS	
HOME TELEPHONE NO.	
MOBILE NO.	
DAYTIME TELEPHONE NO.	
RELATIONSHIP	

SECOND CONTACT	
NAME	
ADDRESS	
HOME TELEPHONE NO.	
MOBILE NO.	
DAYTIME TELEPHONE NO.	
RELATIONSHIP	

All information is kept in strictest confidence in accordance with GDOR and Data Protection laws.

Are you happy for your personal details, i.e. telephone number, address to be given to staff members? If yes, please sign below.

Signature

Volunteer Agreement

Volunteer agreement for _____ (name)

This Volunteer Agreement describes the arrangement between Green Door and you. We really appreciate your volunteering with us and will do our best to make your volunteering experience with us enjoyable and rewarding.

Your role is as a volunteer _____ .

Full details of your volunteering role are attached to this agreement.

It starts on _____ (date).

Your named mentor will be _____ (name)

Your normal place of volunteering will be _____ (location(s) if applicable)

You can expect us to:

1. talk to you about current skills and experience
2. provide you with any training which you need to carry out your volunteer role
3. be flexible in agreeing to the hours you work, taking into account the hours the project is operating and number of other volunteers and staff available
4. be clear about the tasks we wish you to undertake
5. maintain adequate insurance cover
6. make you aware of all relevant guidance, including health and safety policies
7. pay you for your travel expenses
8. Provide you with a named mentor who will provide you with any support or information you need
9. Implement good health and safety procedures

We can expect you to:

1. help us to fulfil the aims of the project by acting as a volunteer
2. perform your volunteering role to the best of your ability
3. behave in an appropriate manner and be respectful of others
4. follow the letter and spirit of all relevant guidance which is in place relating to this project
5. maintain the confidential information of the organisation, project and its clients
6. to meet mutually agreed time commitments, or give notice if this is not possible

Understanding

This agreement is not a legally binding contract between the parties. It is an agreement that may be cancelled at any time at the discretion of either party. Neither party intends any employment relationship to be created now or in the future.

Volunteer agreement

I confirm I have read and understand all policy, practice and procedure documents associated with the project. I agree to all terms in this document and all associated documents and guidance relating to the organisation

Name _____ (Volunteer)

Signed _____

Date _____

Name _____ (Project Coordinator)

Signed _____

Date _____