##



 **Volunteer Registration Form**

**Please complete in CAPITAL letters**

|  |  |
| --- | --- |
| Title – Mr/Mrs/Miss/Ms/Other: | Surname: |
| First Name: | Date of Birth: |
| Address:Postcode: |
| Contact numbersHome:Work:Mobile: | Email: |

|  |
| --- |
| What work/study are you currently involved in? |
| Do you have any previous volunteering experience, or experience of learning disabilities? What was it? Did you enjoy it? |

|  |
| --- |
| Please tell us about your leisure interests. Are there any activities you would like to help one of our service users to enjoy? |
| Volunteering is flexible but we do ask for regular ongoing commitment of at least once a month for a year, from when you start volunteering. This is to help volunteers build up a relationship with their buddy.Please tick each appropriate box to show when you could be available to volunteer (or circle ‘ALL’)Will you be available to volunteer for at least a year? Do you have an “end date” when you would need to finish volunteering by

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ALL | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| AM |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |
| EVE |  |  |  |  |  |  |  |

Do you hold a current driving license?Do you have use of a car?Would you be willing to drive a service user? |
| Where did you hear about us? |

**References**

We always take up two references for volunteer befrienders. References must be from someone other than a member of your family, e.g. past or present employer, lecturer, friend etc. who has known you for at least 6 months.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Their relationship to you: | Their relationship to you: |
| Address: | Address: |
| Tel: | Tel: |
| Email:  | Email: |

A DBS check (Disclosure and Barring Service) is required for this role.

This will be discussed with you at an informal interview. Please note that having a criminal record does not automatically exclude someone from volunteering.

I agree to relevant personal details being held on the Buddy Scheme’s files and database.

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

Please fill out and return this form to:

Kathryn Smith, Buddy Scheme Co-Ordinator, Kingston Volunatry Action,

Siddeley House, 50 Canbury Park Road, Kingston, Surrey, KT2 6LX

Email: buddyscheme@kva.org.uk

Website: https://kva.org.uk/projects/buddy-scheme/buddy-scheme-volunteering/

Telephone: 020 8255 8068

**Equal Opportunities Monitoring Form**

The Buddy Scheme recognises that everyone has a contribution to make to their community and a right to equal treatment. We aim to ensure that no volunteer oorganisation/individual to whom we provide services will be discriminated against on the grounds of:

* Race, colour, nationality, ethnic or national origin
* Sex, material status or caring responsibility
* Sexuality
* Age
* Physical or learning disability or mental health
* political belief or religion
* HIV status
* Employment status
* Unrelated criminal conviction

To assist in the implementation and monitoring of this policy, applicants are asked to provide the information below. Information will be treated in the strictest confidence and will be used for statistical purposes only.

It is not compulsory to complete this form and choosing not to will not have any influence on the success of your volunteering application.

**What ethnic group do you feel you belong in?**

|  |  |  |  |
| --- | --- | --- | --- |
| White British |  | Indian |  |
| White British (English) |  | Pakistani |  |
| White British (Scottish)  |  | Bangladeshi |  |
| White British (Welsh) |  | Other Asian Background |  |
| White Irish |  | Black Caribbean |  |
| Other White Background |  | Black African |  |
| White & Black Caribbean |  | Other Black Background |  |
| White & Black African |  | Chinese |  |
| White & Asian |  | Any Other Background |  |
| Other Mixed Background |  |  |  |

**Please tick the appropriate box**

**(*only the highest is necessary*)**

|  |  |
| --- | --- |
| No qualification |  |
| GCSE/NVQ level 2 |  |
| A level |  |
| NVQ 3 |  |
| Degree or Higher NVQ |  |

# Do any of the following apply…

|  |  |
| --- | --- |
| Physical Disability |  |
| Learning Disability |  |
| Mental Health Issue |  |
| Refugee/Asylum Seeker |  |

# What is your current employment status?

|  |  |
| --- | --- |
| Employed |  |
| Non Employed |  |
| House person |  |
| Retired |  |
| Student |  |
| Unable to Work |  |
| Unemployed |  |

**What will we do with the information you give us?**

We will hold your information confidentially.

We will use your details to match you to a service user and to contact you about the project.

Your contact details may be used by other staff within Kingston Voluntary Action to contact you regarding the Buddy Scheme.

We will never send anyone your personal details.

We may compile statistical data from time to time but this will never include references to a particular individual.