

Voluntary Post Applied for:		Application Date:	
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PERSONAL DETAILS			
Surname:		First Names(s):	
Address:		Title:	
		Home Tel:	
		Work Tel:	
Postcode:		Mobile:	

PRIVATE & CONFIDENTIAL

Please complete all sections. Enter N/A where section is not applicable to you.

NEXT OF KIN DETAILS			
Name:			
Address:			
Home Tel:		Work Tel:	Mobile:

CONFIDENTIALITY By signing this form you agree that any sensitive information you hear or are told in the course of your work with Age Concern Exmouth is treated with respect and in the utmost confidence.
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CRIMINAL OFFENCE Have you ever been convicted of a criminal offence, including those not 'spent'. If Yes please give details. Any information will be treated in confidence and depending on the offence will not necessarily stop you from becoming a volunteer.	YES	
	NO	

REFERENCES: You must provide two referees; perhaps a previous employer or someone that knows you really well.			
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
In what capacity do you know this person?		In what capacity do you know this person?	

WHAT YOU CAN EXPECT FROM US:

As a volunteer for Age Concern Exmouth supporting older people you are in a position of trust. You are expected to preserve the good name of our organisation.

The following represents a brief understanding of our agreement with you:-

- You will have regular contact with other volunteers and paid staff
- You will always be treated fairly and without discrimination
- You will be treated with respect and consideration at all times
- Have opportunities to engage in influence our work with older people
- Be given clear information to enhance our expectation of your role
- Be given advice and information on how to carry out your assigned tasks
- Be covered by proper insurance whilst volunteering with us
- Be reimbursed for reasonable expenses (e.g. bus fares)
- Have a safe environment in which to volunteer

WHAT WE EXPECT FROM YOU:

- Information about anyone is completely confidential. This means not discussing their situation with anyone outside Age Concern Exmouth – not even your immediate family. Please make sure you read our Confidentiality Policy carefully (which can be viewed from our Rolle Street Office)
- We require your commitment for regular and reliable attendance, at a frequency agreed with your Line Manager
- Older people depend on the services of Age Concern Exmouth. If you have to change your plans, fall ill or cannot turn up on time, you must let your Line Manager know by 9.00 am on the first day of absence (answer phone in operation 24 hours)
- Respect the client's wishes concerning their life style at all times
- All Volunteer vacancies require a matching of skills and experience to the post
- The relationship between volunteers and Age Concern Exmouth does not create a legally binding contract.
- Volunteers accept the understanding that their services with Age Concern Exmouth may be terminated by either side at any time for whatever reason and without notice

YOU MUST SIGN THIS APPLICATION FORM. In so doing you state the contents are, to the best of your knowledge and belief, true. Any offer of volunteering is bound by this statement, in addition to satisfactory references being received on or before any agreed start date. Should the references be unsatisfactory we reserve the right to terminate the voluntary placement.

PRINT NAME:	SIGNATURE:	DATE:
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LINE MANAGER/CO:	SIGNATURE:	DATE:
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