

1 For office use only Source:	I/v Date	Ref 1 Ref 2	DBS Disclosure Date	I D Issued	Start Date
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**CONFIDENTIAL  
VOLUNTEER REGISTRATION FORM**

Mr/ Mrs/ Miss/ Ms..... Surname.....

Forenames.....

Address.....

..... Postcode.....

E-mail..... Fax.....

Telephone No ..... Work.....

Mobile..... Date of Birth .....

Time available for volunteering?	Usual means of transport?
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<p>Present/previous occupations skills, work experience and previous volunteering</p>	<p>Hobbies/interests</p>
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**References-** Please give details of two people who have known you for at least 2 years, eg; employer/voluntary organization, friend or neighbour. **These referees must not be family members.**

Reference 1	Reference 2
Email:	Email:
Relationship to you	Relationship to you

PTO

**Volunteer Registration continued...**

Have you any health problems/disabilities which you may need help with to carry out your role?

YES  NO

If yes, please give details .....

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<u>Emergency Contact</u> Name: Address:  Telephone Home: Mobile:	Relationship to you:   Work:
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As a volunteer with Age Concern Epsom & Ewell you will be involved with older people who may be frail and vulnerable and it is our policy to carry out appropriate Disclosure & Barring Service (DBS) checks .If your role falls within the new definition of regulated activity, as stated in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, then a DBS check will be required.

Criminal Record

An organisation working with vulnerable people is exempted under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). Volunteers with Age Concern are required to declare any previous criminal conviction; even those that would normally be considered spent under the Act.

Have you any previous convictions? YES  NO

If yes, please detail 'spent' convictions: .....

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Please note, disclosure of an offence will not necessarily exclude you from volunteering and will be held in confidence by Age Concern Epsom & Ewell.

## CONSENT

To comply with the General Data Protection Regulation (GDPR) (25<sup>TH</sup> May 2018) we require permission from you as to how we store and use your personal information.

I agree to the relevant personal details being held on file on the below listed databases. Also, I confirm that I will notify Age Concern Epsom & Ewell of any changes to my details. I understand that with prior notification, I have the right to access this information, and to request its deletion at any time. I understand that my personal details are not shared with third parties.

- Charity database (Charity Log)
- Excel spreadsheet (internal use only)
- Mail Chimp (Email Marketing Platform)

I give consent for my personal information to be stored as stated above **YES**  **NO**

## Disclosure and Barring Service

If your role requires a Disclosure and Barring Service (DBS) check, details of this will also be stored on our Charity Log Database. Only the relevant staff within the charity will see/check the result of the DBS. This information is not shared with any third party.

I give consent for Age Concern Epsom and Ewell to record my DBS certificate number. **YES**  **NO**

I give consent for Age Concern Epsom and Ewell to check my DBS update service account every three years. **YES**  **NO**

## Fundraising and Marketing

Our fundraising events rely on the support of our volunteers. If you are happy to receive communications regarding such events, please tick the listed boxes below.

I give consent to be sent:

By these methods of communications;

Age Concern newsletters **YES**  **NO**

Email **YES**  **NO**

Social Events **YES**  **NO**

Telephone **YES**  **NO**

Fundraising Events **YES**  **NO**

Post **YES**  **NO**

Training Opportunities **YES**  **NO**

I agree for my photograph to be used for promotion purposes if required **YES**  **NO**

Signed.....

Date.....