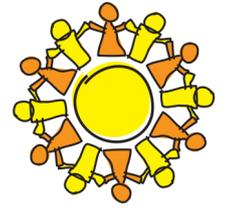


Merstham Neighbours



Volunteer Application Form

Thank you for your interest in joining Merstham Neighbours. Please complete each section on this page, together with the relevant section(s) on the reverse, then send it to the Volunteer Coordinator at 61 The Crossways, Merstham RH1 3NA. In due course, we would like to call and see you, both to discuss how the scheme works and to answer any questions you may have. Once references have been received, the Volunteer Coordinator will be in touch to arrange a convenient time. We look forward to meeting you.

Personal information

Your date of birth and National Insurance number are required so that a DBS check can be carried out

Title Mr / Mrs / Miss / Ms / Dr / other Forename Surname
Address (including postcode) N I number Date of birth
Mobile phone Landline phone Email

References

Please supply details of TWO referees that we can contact about your suitability as a Merstham Neighbours volunteer. They should not be related to you, and ideally will have known you for at least two years.

Mr/Mrs/Miss/Ms/other (name) Address Email address
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Mr/Mrs/Miss/Ms/other (name) Address Email address
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Rehabilitation of Offenders Act 14 (Exemption) Orders 1975 & 1986

Criminal Records: Although we are a voluntary organisation, we are required to take certain safeguards to protect vulnerable groups, whom we help. The provisions relating to the non-disclosure of criminal convictions do not apply to the voluntary work for which you are applying. Therefore it is necessary for you to disclose any criminal conviction even if, under the Rehabilitation of Offenders Act, they would otherwise be regarded as 'spent'. Disclosing an offence will not necessarily prevent you from volunteering. **We do not need details of minor motoring offences.**

Have you ever been convicted of a criminal offence? yes / no _____ Do you have any charges pending? yes / no _____

If yes, please give details of the conviction(s), charge(s) and date(s):

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I apply to be a Volunteer with Merstham Neighbours. I understand that the above details will be kept on a database and will not be used by anyone other than Merstham Neighbours without my permission. Only first names will be given to clients. If I am accepted as a Volunteer with Merstham Neighbours, I undertake to:

- maintain confidentiality at all times between myself, the client, Merstham Neighbours' Volunteers and the Committee Members
- pass on to the Treasurer all donations I receive
- notify the Volunteer Co-ordinator of any change in my circumstances that may affect my work as a Volunteer with Merstham Neighbours.

Signature

Date

You may volunteer as a Driver or as a Duty Offer, or both.

Please complete one or both sections on this page.

Complete this section if you wish to volunteer as a driver

Drivers should be between 18 and 79 years of age (after reaching 80, a doctor's certificate of fitness to drive will be required). As drivers work with vulnerable adults, you will require a DBS (Disclosure and Barring Service) Certificate. This will be arranged locally at a time convenient to you and will be paid for by Merstham Neighbours.

The majority of tasks involve driving a client to and from a particular destination, such as a hairdressers, doctor's surgery, etc. Other jobs are to take the client shopping, to a vet's appointment (together with a pet in a suitable container), carrying out small DIY tasks (changing a fuse or light bulb, for example), or occasionally helping the client to complete a form or write a letter.

If you would prefer not to take on any of these other tasks, please discuss this with the Volunteer Co-ordinator.

Driving Licence reference no. Car insurers

My vehicle has 2 / 4 doors; it is a saloon / hatchback / estate / people carrier

It can carry a walking frame It can carry a folded wheelchair and I am able to lift a wheelchair in and out of the vehicle

Please indicate, in the table below, if there are times when you are generally not available during the week:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>Morning</i>							
<i>Afternoon</i>							
<i>Evening</i>							

If I am accepted as a volunteer driver with Merstham Neighbours, I confirm that I

- have a valid Driving Licence
- hold current insurance cover for the vehicle that I shall be driving
- will maintain my vehicle in a roadworthy condition
- will notify my present and any subsequent Insurance Company that I intend to use my vehicle for voluntary work
- will notify the Committee immediately of any change relating to the above (for example, a disqualification or medical condition) that may affect my ability to drive.

I wish to volunteer as a Driver

Signature

Date

Complete this section if you wish to volunteer as a Duty Officer

Merstham Neighbours has a mobile phone that is manned between 10.00 a.m. and 12.00 noon, Monday – Friday, by a Duty Officer volunteer in their own home. Duty Officers choose the days of the month when they are free to have the phone and those days can vary each month. After midday the Duty officer rings around the volunteers to see who are willing to undertake the requests. Details are then entered into the records and the 'office bag' is passed on to the Duty Officer for the following day.

If you are unable to take the calls as they come in, the phone can be left to accept voicemail messages, which should then be dealt with as above.

I wish to volunteer as a Duty Officer

Signature

Date