**Volunteer Application Form**

Thank you for your interest in volunteering for the Diocesan Board of Finance (DBF). To apply to become one of our volunteers, please complete this form below. The information on this form will be treated as strictly confidential in accordance with the General Data Protection Regulation (GDPR) and the DBF Personal Data Policy. Our privacy notice explaining how we process your data can be found on our website.

**Please complete this form and return it to:**

HR Adminstrator, The Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ or email to HR@cofesuffolk.org

|  |
| --- |
| **Title: Name:**  |
| **Address:** | **Mobile No:****Home No:** |
| **Email:** |

|  |  |
| --- | --- |
| **\*Role Applied For** |  |
| I would like to volunteer in the following area(s) (please tick): □ Diocesan Office □ DBF Committee □ Mission and Ministry □ Safeguarding Training  **\* dependent on the role applied for safeguarding training or a DBS check may be required** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Are you?** *(Please circle)* | Employed FT | Employed PT | Unemployed | Student | Retired | Other |
| Other |  |  |  |  |

|  |
| --- |
| **Qualifications** |
|  |

|  |
| --- |
| **Interests/Hobbies** |
|  |

|  |
| --- |
| **Skills/Knowledge** |
|  |
|  |
| **Car Drivers** |
| Do you own a car? | Yes | No |
| Do you have a current licence? | Yes | No |
| Are you willing to use your car for volunteering  | Yes | No |

|  |  |  |
| --- | --- | --- |
| **Have you ever been involved in voluntary work before?** | Yes | No |
| *If yes, please describe briefly* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Availability** *(Please indicate your availability in the boxes below)* | **Morning** | **Afternoon** | **Evening** |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |

|  |
| --- |
| **Volunteering provides many benefits to people who use our services, to our staff and to the volunteer too. To help us try and make your experience as rewarding as possible, please outline here why you wish to volunteer for the Diocesan Board of Finance and what skills and experience you have that are relevant.**  |
|  |

|  |  |  |
| --- | --- | --- |
| **Have you ever been convicted of a criminal offence** | Yes | No |
| **If yes**, please give details on a separate sheet in a sealed envelope. Any information given will be treated in the strictest confidence.  |

|  |
| --- |
| **Name and address of one Referee** This should be someone who knows you well, but is not a family member |
| **Name****Address****Email address:****Tel No:****Connection to you:** |

|  |
| --- |
| **Declaration** |
| **I (Name) ……………………………….. agree that by submitting this form, in my role as a DBF Volunteer I agree to:*** support and assist the DBF in the fulfilment of its mission.
* be inclusive and offer welcome to those I meet
* fulfil the role to the best of my ability, listen to feedback offered and participate in training offered.
* be loyal to the organisation and show fellow volunteers, clergy, staff and visitors respect and courtesy.
* undertake volunteering at agreed times and on a punctual basis. To be reliable and to give as much warning as possible when I cannot attend.
* follow the DBF’s rules and procedures, including health and safety, lone working, dignity at work and confidentiality. A copy of all policies and procedures can be obtained from the HR Manager.
* adhere to the volunteer policy found in the volunteer handbook.
* A reference being applied for.
* fulfil appropriate assessment regarding suitability to carry out the volunteer role including a Disclosure and Barring Service (DBS) check being carried out where necessary.
 |
| **Signed:**  |
| **Date:**  |