

Countess Mountbatten House Voluntary Services Application Form

About You:

Title: Mr / Mrs / Ms / Miss / Dr / Other..... *(please delete as applicable)*

First Name(s).....

Surname.....

Home Address.....

.....

.....Postcode.....

Home Telephone..... Mobile Telephone.....

Email Address (please print clearly).....

Emergency Contact Details:

Name of Person to Contact in an Emergency.....

Relationship to You.....

Contact Number(s).....

How did you hear about volunteering with us?

Why would you like to volunteer with us?

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What skills and experiences make you well suited to volunteering?

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What voluntary roles or services are you keen to be involved in?

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Your availability:

We believe that volunteering should offer flexibility and provide you with the opportunity to offer your skills and time around your personal life, whilst always ensuring that the needs of the organisation and the individual are met.

To enable us to best meet the needs of our organisation, it would be helpful to know when you are likely to be available. Please tick to show your availability below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

What are you hoping to gain from your volunteering experience?

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Have you experienced a close personal bereavement within the last 2 years? (Please answer yes or no)

If you answered yes, what was your relationship to this person?

Reference Details:

Please give the name and contact details of 2 people who we may contact to obtain a reference. The people should have known you for at 3 years in a professional, educational or personal capacity but must not be related to you. References can only be taken up in the UK due to postage costs (unless there are exceptional circumstances).

Mr / Mrs / Ms / Miss / Dr / Other.....	Mr / Mrs / Ms / Miss / Dr / Other.....
Name.....	Name.....
Address.....	Address.....
.....
.....
.....Postcode.....Postcode.....
Telephone.....	Telephone.....
Email.....	Email.....
How do you know this person?	How do you know this person?
.....

CONDITIONS OF VOLUNTARY INVOLVEMENT

Please read the following information carefully before signing the declaration.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to Voluntary Services.

Before you can be considered for appointment as a volunteer with the NHS we need to be satisfied about your character and suitability.

The NHS aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation, age or belief. The NHS undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

Anyone applying for a position which involves a regulated activity will require an enhanced Criminal Records Bureau check and that the disclosure will, where appropriate to the role, include information against the Independent Safeguarding Authority barred lists for working with children or working with adults or both.

If you are applying for a post involving access to persons in receipt of health services, your offer of volunteering may be subject to a satisfactory disclosure from the Criminal Records Bureau. Failure to reveal information relating to any convictions could lead to withdrawal of your volunteering offer.

Data Protection Act 1984 and new European Data Protection Directive 1998

You are advised that information given on this application form will be held on computer. From time to time the information will be used for the Trust's Compliance with Legislation. You are at liberty to see information held about you on computer, and under the new European Directives, with the exception of confidential references, you would also be entitled to see personal data in manual files.

Medical Clearance is required for all individuals working in the Hospital. You will be asked to fill in a questionnaire and may be asked to attend an appointment at the Occupational Health Department at Southampton General Hospital.

If your application is successful, it is compulsory that you attend a Fire / Health & Safety Lecture ANNUALLY.

Undertaking Regarding Confidential Matters

I, the undersigned, understand that in the course of my work for the Trust I may come into contact with, or have access to, confidential information relating to the Health Service and in particular information regarding individual patients or members of staff. I understand that the misuse of this information, especially of its disclosure to people or agencies not authorised to receive it, would constitute a serious contravention of my terms of volunteering.

I also understand that formal checks regarding the details of criminal records will be conducted for successful applicants, for all roles where there is contact with children or vulnerable adults and agree to this process if it applies to me.

Full Name.....Signed..... Date.....

This is an agreement to do Voluntary work within this Trust, or on behalf of Countess Mountbatten Hospice Charity, and is in no way contractual. Please sign below to show you understand this:

Name.....Signed..... Date.....

Applicants under the age of 18 are not able to volunteer at Countess Mountbatten House Hospice. Applicants under the age of 18, but aged 16 or above can volunteer for Countess Mountbatten Hospice Charity. If you are under 18, please ask your parent or guardian to sign the consent section below:

I give permission for my **son / daughter / other** to undertake voluntary work for University Hospitals Southampton NHS Foundation Trust and Countess Mountbatten Hospice Charity.

Name.....Signed..... Date.....

If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including any interview that might take place?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details below:

Please supply the details of any visa currently held, including number, start/expiry dates and details of any restrictions.

Type of Visa Held (i.e. Indefinite Leave to Remain, Refugee, Student etc):			
Visa Number:			
Visa Start Date:		Visa Expiry Date:	
Please provide details of any restrictions:			

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Visa have a condition restricting employment or occupation in the UK?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered Yes above, please provide details:

Please return your completed application form to:
 Volunteers' Office, Countess Mountbatten House, Botley Road, West End, Southampton SO30 3JB