Personal and Confidential

**Volunteer Registration Form**

**About You**

Title.................................. First Name................................. Surname.........................................

Home Address.................................................................................................................................................

.................................................................................................. Postcode........................................

Email.....................................................................................................................................................

Tel No. (Home)......................................................... Tel No. (Work).................................................

How did you hear about volunteering with Emmaus?

Family/Friends Emmaus leaflet Emmaus website

Other (please specify)..................................................................................................

How much time would you be able to offer per week?

0-4 Hours 4-8 Hours 8-16 Hours

Other (please specify)..................................................................................................

How would you like to get involved?

Working in the shop Driving Administration

Publicity / fundraising Maintenance / restoration

Other (please specify)..................................................................................................

Emergency contact name (whilst you will be working with Emmaus)

Name .................................................

Tel No. (Home)........................................................ (Work)................................................................

**Skills and Experience**

Do you have any particular skills / qualifications you would be able to offer?

Please add any other information that you think might be helpful.

Emmaus Bristol is committed to equal opportunity and to ensuring that all companions, employees, volunteers, and other people with whom we deal are treated fairly and are not subjected to unfair or unlawful discrimination. We welcome volunteer applications from all sectors of the community.

In order to help us ensure that we are reaching a diverse section of the community, it would be helpful if you could provide answers to the questions below.

Age............................................................ Male Female

Do you consider yourself to have a disability? Yes No

If yes what might you require extra support with? ...............................................................................

What is your current employment status? Employed Self Employed

Unemployed

**Referees**

Should we mutually want to proceed with you volunteering at Emmaus we would require two referees, please provide names and addresses of two people who are not related to you.

Name...............................................................

Capacity in which they know you....................

.........................................................................

Address...........................................................

.........................................................................

............................. Postcode............................

Daytime Tel no. ...............................................

Email Address.................................................

Position...........................................................

Name...............................................................

Capacity in which they know you.....................

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Address...........................................................

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............................... Postcode.........................

Daytime Tel no. ...............................................

Email Address.................................................

Position.........................................................

**Consent for Record Checks and Declaration of Suitability**

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being shortlisted for interview, I will be required to complete a confidential declaration which will include details of any criminal convictions (spent or unspent), cautions, reprimands and final warnings. I understand that an Enhanced Disclosure will be sought in the event of an offer of employment being made.

Any information received about my background will be dealt with confidentially and not used to discriminate against me unfairly.

During my volunteering I understand that I may be working with material that is not public knowledge and I will ensure that this material remains confidential. Insurance for personal effects is my responsibility.

Signed............................................................................. Date.............................................................

**Please return this form to the Volunteer Co-ordinator, Emmaus Bristol, Backfields House, Upper York Street,, Bristol, BS2 8QJ or email to info@emmausbristol.org.uk**

*The information which you give when completing this form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist Emmaus UK to do so, provided that no statistical information that would identify you as an individual will be published. The information will be kept securely, and will be kept no longer than necessary.*