

Horsley Village Hall

Basic Volunteer Application Form

Thank you for your interest in volunteering with Horsley Village Hall Trust.

Please complete this Volunteer Application Form in full so we can process your application as quickly as possible. If you require support to complete this form or have any further questions, please contact your named Volunteer Support Trustee.

Title:	First name:	Surname:
Preferred name:		
Preferred language:		

House name / number:	
Address:	
Town / City:	
County:	
Post Code:	

Telephone number:	
Mobile number:	
Email address:	

Emergency contact name & relationship e.g. daughter:	
Mobile number:	

I am happy to be contacted by:		
Telephone:	Y	N
Text:	Y	N
Email :	Y	N

[Type here]

When are you available to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time(s)							

Volunteering roles you are interested in:

Tell us why you would like to volunteer? Is there anything that would help/hinder you fulfil a role as a volunteer? Is there any information you would like us/other volunteers to know about you?’

Tell us about the skills and talents you have that you might be willing to share e.g. baking, computer skills, woodwork, decorating etc.

Signed:

Date:

How we use this information: We collect this information from you via our Volunteer Application Process to enable us to administer your volunteering activity, keep a record of your relationship with us, to ensure we know how you prefer to be contacted and to understand how we can improve our services and information.

The information which you have disclosed to us will be retained whilst you remain a volunteer with Horsley Village Hall Trust. However, some of the information provided will need to be retained for statutory purposes after this period.

You have the right to see any information that we hold about you in a retrieval system such as a computer database or paper index system with appropriate notice.

At no time will we provide or sell any of your details to a third party without your permission. We may compile statistical data on our volunteers from time to time, but this will never include references to a particular individual.

Horsley Village Hall Trust currently do not lone work during any events/groups/activities. In all face to face work you might volunteer to support the hall with, you will be supported by at least one of the Trustees of the hall. Should this change and any roles be defined as eligible for Criminal Records Check (DBS) we will approach you with this option and will require a further recruitment form. This is part of our commitment to safe recruitment of volunteers.

[Type here]