|  |  |
| --- | --- |
| **Volunteer Personal Details** | |
| TITLE & SURNAME: | FIRST NAMES: |
| ADDRESS: | TELEPHONE NO:  MOBILE:  HOME:    EMAIL: |
| WHICH ACTIVITIES ARE YOU INTERESTED IN VOLUNTEERING FOR? | |
| CAR DRIVER? | EMERGENCY CONTACT DETAILS: |

|  |  |
| --- | --- |
| **For Adult volunteers Please provide the names and contact details of 2 referees**  For example, a previous employer, teacher, police officer or similar, one can be a close personal friend | |
| NAME | NAME: |
| ADDRESS:  Telephone No:  Email:  HOW LONG KNOWN: | ADDRESS:  Telephone No:  Email:  HOW LONG KNOWN: |

I certify that the above information is correct.

Signed – Date –

If volunteer is from overseas, you will need to check that they are [eligible to volunteer](https://knowhownonprofit.org/people/volunteers/recruiting/volunteers-from-overseas).

|  |  |
| --- | --- |
| **Volunteer application questions** | |
| Why do you want to become a volunteer? |  |
| What do you enjoy doing? |  |
| Do you have any specific skills or experience? |  |
| How much time do you think you would be able to commit? *Regular/occasional/weekends/evenings/amount of time.* |  |
| Do you have any special needs that we might need to make adjustments for? *Disability/medical/religious beliefs.* |  |
| Where did you hear about us? |  |

**For completion by designated staff member**

Appropriate for volunteer work at Fusion Family and Youth Projects

Signed

Date

|  |  |  |
| --- | --- | --- |
| **Action** | **Carried Out By** | **Date** |
| Welcome letter and Induction Pack issued – including volunteer agreement |  |  |
| Personal records file opened |  |  |
| DBS completed and sent |  |  |
| Appropriate references received |  |  |
| Volunteer agreement signed |  |  |
| DBS returned and cleared |  |  |
| Clearance to carry out volunteer duties given – by manager or designated supervisor |  |  |
| H&SW Induction completed |  |  |
| Induction carried out |  |  |