

# Volunteer Application Form

The information you give on this form will allow Beechwood to assess your suitability for voluntary work at Beechwood Cancer Care Centre. It will also enable us to match your skills and experience to current vacancies within Beechwood and your availability.

Please complete ALL sections using BLACK PEN and BLOCK CAPITALS. Your details will be treated in the strictest confidence and will not be disclosed to any third party without your consent.

After completing all sections, please return the application form in the pre-addressed envelope provided.

Prior to any offer of voluntary work, you will be asked to attend an informal interview and your references will be applied for. Dependent upon the role offered, it may be necessary for you to undertake a Criminal Records Bureau Disclosure, although convictions will not necessarily be a barrier to the offer of a voluntary role within Beechwood.

Beechwood Cancer Care Centre uses volunteers at its' Centre in Chelford Grove, Stockport, as well as four charity shops and the cafeteria within Stockport Magistrates Court.

Where did you hear about opportunities to volunteer at Beechwood Cancer Care Centre?

## Personal Details

Title: .....	First Name(s): .....	Surname: .....
Address: .....		
.....		
.....		Post Code: .....
Date of Birth:		
Telephone Contacts:		
Day:	Evening:	Mobile:
Email Address:		
Emergency Contact Details (Name & Telephone Number):		
Relationship to You:		

## Areas of Interest

Please tick the area(s) that you are interested in. We will always attempt to offer you the position you have shown interest in and which suits your skills and availability but please note that this may not be possible at the time of application.

<input type="checkbox"/> Admin/Clerical work	<input type="checkbox"/> Charity Shops	<input type="checkbox"/> Cafeteria (Magistrates' Court)	<input type="checkbox"/> General
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Driving	<input type="checkbox"/> Family Support	<input type="checkbox"/> Macmillan Support
<input type="checkbox"/> Therapist or Counsellor ( <i>Please delete whichever does not apply</i> ) (You must hold a professional qualification to undertake therapies / counselling. Please telephone for details)			

**Training will be provided where necessary.**

**All volunteer drivers must possess a full, clean driving licence and be able to provide a current MOT Certificate (where applicable) a current Insurance Certificate and a letter from their Insurance Company stating that they are aware that the Insured's vehicle is being used to carry passengers to and from Beechwood Cancer Care Centre.**

**All documentation will be photocopied and kept on file. Insurance Certificate/MOT/letter from Company must be provided annually at renewal.**

## Availability

Please state below the number of hours you would be able to provide on each day.



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						

Please provide further information concerning your availability, e.g. variable times / days each week.

Would you be willing to be placed on a list of volunteers we could contact at short notice or to assist at specific events, e.g. Supermarket Collections; Seasonal Fairs; Christmas Collections etc?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	COMMENTS	<input type="text"/>
------------------------------	-----------------------------	----------	----------------------

Do you have any hobbies/pastimes that you feel could be helpful to Beechwood Cancer Care Centre?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	COMMENTS	<input type="text"/>
------------------------------	-----------------------------	----------	----------------------

## Other

Please give details of any qualifications / experiences / training, you feel would support this application.

Why would you like to volunteer to help Beechwood Cancer Care Centre?

## References

You must provide two written references to support this application. The names provided should be able to testify to your suitability for this voluntary position. They should be someone you have known recently for over two years. A past or present employer/college tutor as one referee is ideal. Please do not use a relative.

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

.....

.....

Post Code: .....

Post Code: .....

Phone No(s):

Phone No(s):

Daytime; .....

Daytime; .....

Evening / Mobile; .....

Evening / Mobile; .....

Email: .....

Email: .....

Relationship to You: .....

Relationship to You: .....

## Health

If you are disabled, please give details of any special arrangements you would require to attend interview.

## Equal Opportunities

Beechwood Cancer Care Centre has an Equal Opportunities policy. The aim of this is to ensure that no applicant receives less favourable treatment on the grounds of sex, marital status, age, creed, colour, race or ethnic origin or is disadvantaged by requirements which are not able to be justified. Please answer the following questions to ensure our policy remains effective.

This will be treated in the strictest confidence and used for monitoring purposes only.

Gender:  Male  Female

Marital Status:  Single  Married

Other

Please specify

Ethnic Origin (Please tick)

- |                          |                                 |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | White British                   |
| <input type="checkbox"/> | White Irish                     |
| <input type="checkbox"/> | Any other white background      |
| <input type="checkbox"/> | Mixed – White & Black Caribbean |
| <input type="checkbox"/> | Mixed – White & Black African   |
| <input type="checkbox"/> | Mixed – White & Asian           |
| <input type="checkbox"/> | Any other mixed background      |
| <input type="checkbox"/> | Chinese                         |

- |                          |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Asian or Asian British – Indian      |
| <input type="checkbox"/> | Asian or Asian British – Pakistani   |
| <input type="checkbox"/> | Asian or Asian British – Bangladeshi |
| <input type="checkbox"/> | Any other Asian background           |
| <input type="checkbox"/> | Black or Black British – Caribbean   |
| <input type="checkbox"/> | Black or Black British – African     |
| <input type="checkbox"/> | Any other Black background           |
| <input type="checkbox"/> | Other (please specify)               |

## Declaration

I understand that this is a voluntary position and as such not paid.

I declare that to the best of my knowledge, the information I have given on this form (plus any accompanying documentation) is true, accurate and current. I also understand that any false statements made on this form may result in the termination of a voluntary appointment made as a result of this application to Beechwood Cancer Care Centre.

Signature: .....

Date: .....