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Volunteering Application Pack

Welcome

Hello and thank you for your interest in volunteering at Your Voice Counts.

Volunteering really makes a difference to the lives of the people who use our services, so we appreciate you taking the time to consider volunteering with us. Our team of volunteers helps us to reach more people who need our support. Volunteers support us with all aspects of our work, often sharing their skills, knowledge, and experience.

Lots of our volunteers go on to find paid work (sometimes with Your Voice Counts), while some enjoy their role and stay with us for a long time. It is so lovely to have a team of dedicated volunteers who care about us.

In return, our volunteers benefit from valuable and rewarding work experience, training and development opportunities and mentoring and support from our staff team.

When you volunteer with us you will receive:

* *support, encouragement, and appreciation*
* *training and references\**
* *reimbursement for travel expenses*
* *a volunteer programme tailored to your needs*
* *regular meet-ups and contact with our volunteer team*
* *the opportunity to socialise and meet new people.*

\*References can be provided after 6 months of any volunteer placement.

We employ and recruit individuals with lived experience and encourage applicants from all areas of our community. Please share your unique experiences with us so we can identify the best role for you.

What opportunities are available?

There are varied volunteer roles available throughout our organisation that may suit you. We are particularly interested in volunteers who have a skill they wish to share.

If you’re not sure of the right role for you, we are happy to have a chat about where we can best use your skills, or you may have some ideas of your own. Up-to-date roles can be found on our webpage and are advertised on our social media pages too.

Want to learn more? If you would like any information or wish to discuss volunteering in more detail the please contact [volunteers@yvc.org.uk](mailto:volunteers@yvc.org.uk) or 0191 478 6472. You can also request this pack and any other information in different formats such as easy read.

Volunteer Application Form

Thank you for your interest in volunteering for Your Voice Counts. We’re committed to processing information in accordance with the General Data Protection Regulation (GDPR).  The personal data collected on this form will be held securely and will only be used for administrative purposes. Should you be successful, we will hold your data for 6 years after you conclude volunteering with Your Voice Counts. Should you be unsuccessful, we will hold your details for 6 months.

Your rights: You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You also have the right to withdraw your consent. You can do so using the contact details below.  You can also use these details if you have any questions about this form, the way we are planning to use your information or any queries relating to data protection.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | | |  | | | |
| Phone number/s | | |  | | | |
| Address | | |  | | | |
| Email | | |  | | | |
| Date of birth (optional) | | |  | | | |
| Emergency Contact  (Name and number) | | |  | | | |
| Preferred Method of Communication | | |  | | | |
| How did you hear about us? | | |  | | | |
| Do you consider yourself to have a disability, mental health issue or additional need? | | |  | | | |
| Do you have any health or access needs? Or do you need any support to volunteer with us? | | |  | | | |
| Availability - please tick the boxes where you are available below: | | | | | | |
|  | Monday | Tuesday | | Wednesday | Thursday | Friday |
| Morning |  |  | |  |  |  |
| Afternoon |  |  | |  |  |  |
| Comments about your availability: | | | | | | |
|  | | | | | | |

Skills and experience

|  |
| --- |
| Why do you want to be a volunteer? What do you hope to gain from the experience and contribute to the service? |
|  |
| Do you have any previous experience? What did you do? What did you gain from it? |
|  |
| Please tell us about any additional skills or interests you feel may be beneficial to the role? |
|  |

References - at least one reference must be a professional reference. Don’t worry if you don’t have 2 referees, we can discuss this with you.

|  |  |  |  |
| --- | --- | --- | --- |
| Name 1 |  | Name 2 |  |
| How do you know them? |  | How do you know them? |  |
| Email |  | Email |  |
| Phone |  | Phone |  |

DBS Checks - you will be required to complete a DBS check, renewed every 3 years.

**Declaration of Criminal Records:** The Rehabilitation of Offenders Act 1974 (Exceptions) Order 975 (as amended) provides that in certain circumstances the Act does not apply to those who may be working with vulnerable groups. A declaration of any criminal records should be made and 'spent' offences must be declared.

|  |  |
| --- | --- |
| Have you ever been found guilty of a criminal offence or made subject to an order under the Mental Health Acts (Section 41)? | Y / N |
| If ‘yes’, please give details below: | |

Signature

I confirm the details I have provided above are factual and correct.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return complete the Equality Monitoring Form (optional) below and then return both forms to [volunteers@yvc.org.uk](mailto:volunteers@yvc.org.uk) or post to: *Your Voice Counts Admin, Greenesfield Business Centre, Room 16, Mulgrave Terrace, Gateshead, NE8 1PQ.*

If you need this form in a different format, then please let us know