**Volunteer Application Form**

We ask everyone interested in volunteering with us to complete this application form. If you are applying for a particular role, please read the description, and let us know why you wish to volunteer for this specific role. Please email your completed form to [**claire.daly@healthwatchlambeth.org.uk**](mailto:claire.daly@healthwatchlambeth.org.uk)or post your paper version to Healthwatch Lambeth, Tripod, LB of Lambeth, PO Box 80771, London SW2 9QQ. All suitable applicants will be invited for an informal interview.

# Personal Details

|  |  |
| --- | --- |
| **Date of Application** |  |
| **Preferred Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Address** |  |
| **Post Code** |  |
| **Email** |  |
| **Phone number** |  |

We will contact you via email unless you notify us otherwise. Please check the box if you wish to receive correspondence by post:

|  |  |  |
| --- | --- | --- |
| **Where did you find out about our volunteer opportunities?** | Our Website  Our Newsletter  Team Lambeth Newsletter | Do IT volunteering website  Other (explain below) |

# Volunteer Roles and Activities

Our volunteers are involved in many different activities. Please indicate yes to those that you are interested in.

|  |  |
| --- | --- |
| **Type of Role or Activity** | **I am interested in supporting this activity** |
| **Enter and View visits** (please note that these visits require additional training and assessment) |  |
| **Research volunteer** (carrying out desk-based research and conducting interviews or focus groups, assisting with analysis and report writing) **NB: you can be involved in one or more than one of these research activities** |  |
| **Community engagement and outreach volunteer** (attending outreach events with staff and other volunteers in the community or supporting online) |  |
| **Communications volunteer** (producing communications materials (e.g. articles for the website, news stories, social media posts) |  |
| **Administration Volunteer** (assisting with office administration and tasks) |  |
| **Information and signposting volunteer** (assisting with signposting services) |  |

# Motivations

Please tell us why you want to volunteer with Healthwatch Lambeth and what you hope to get from your experience with us. Please include any relevant voluntary or paid experience, any qualifications, hobbies, or interests that you have had that would help you undertake the role that you are applying for. Also include any experience working with or representing “hard to reach” or marginalised groups or individuals.

|  |
| --- |
| **Why I’d like to volunteer with Healthwatch Lambeth** |
|  |

|  |
| --- |
| **Do you have a particular interest in working with any particular groups in the community or do you have a health or social related topic that you are interested in?** |
|  |

# Language, access and other requirements

|  |
| --- |
| **Do you speak any other languages? Please indicate the language and your level of fluency.** |
|  |

|  |
| --- |
| **Please tell us if you have any access requirements or if there are other ways we can support you to volunteer with us (e.g. carer cover time, transport, etc).** |
|  |

# Availability

When would you be able to volunteer with us? Please provide the times you are available.

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Morning** | **Afternoon** | **Evening** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |
| **Sunday** |  |  |  |
| **Or give a total number of hours per week if the day cannot be fixed:** |  | | |
| **Comments:** |  | | |

# Declaration of interests

|  |
| --- |
| **Please declare any possible conflicts of interest e.g. working in health and care services in Lambeth. Please speak to us if you are unsure.** |
|  |

# Data Protection

|  |  |  |  |
| --- | --- | --- | --- |
| As part of our volunteer management processes, we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for a minimum of 12 months after the date on which it is submitted. Any information of this nature will be treated confidentially.  Sensitive personal data is defined as information relating to any of the following; racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexual orientation, offences and/or convictions.  Any information you give in this form will be kept on the Healthwatch Lambeth database and in accordance with the Data Protection Act will not be shared with anyone else without your permission.  For the purposes of the Data Protection Act 1998 the Data Controller is Mairead Healy– Chief Executive Officer at Healthwatch Lambeth.  I confirm that the information in this application form is accurate to the best of my knowledge. I understand that if it is subsequently discovered that any statement is false/misleading, or if I have withheld relevant information, my application to volunteer may be disqualified, or if I have been appointed, I may be dismissed.  I consent to the processing of my information as part of recruitment and selection. I have read and understand the role description(s) and am aware that I may require training for the role. | | | |
| **Signed** |  | **Date** |  |

# Emergency Contact Details

Please list the people you would like to be notified in case of an emergency.

|  |  |  |
| --- | --- | --- |
|  | **Emergency contact 1** | **Emergency contact 2** |
| **First Name** |  |  |
| **Surname** |  |  |
| **Relationship** |  |  |
| **Telephone number** |  |  |