# VOLUNTEER APPLICATION FORM

### The information on this form will be treated as confidential

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title : | |
| Forename(s) : | |
| Surname : | |
| Home Address : | |
| Telephone: Home : | Mobile : |
| Email : | |
| Date of birth : | |
| Days Available : | Hours Available : |
| Do you have a current driving licence? : YES/NO | |
| Next of Kin Name (to be contacted in an emergency) : | |
| Next of Kin Contact Number : | |
| Have you any special needs or requests we should know about? Please note these below: | |
| Do you have personal lived experience of mental ill health? Yes / No | |
| Volunteer Role(s) applying for : | |

**Please answer the following questions in relation to the volunteering role that you are applying for:**

**Why are you interested in volunteering with RB Mind?**

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**Do you have any particular skills relevant to this role which you would like to use during your time with RB Mind?**

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**What hobbies / interests do you have?**

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**Do you have any experience in the area of mental health services? If so, please explain:**

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**REFERENCES:**

Please provide the names of two people who are not related to you, who you have known you for at least one year and preferably know you in a 'professional capacity'; e.g. employer, teacher, religious minister, support worker. Your referees will only be contacted following a meeting between you and the volunteer co-ordinator who will inform you first before contacting your referees.

**FIRST REFEREE**

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| --- |
| Name : |
| Address : |
| Email : |
| Telephone : |
| Relationship to you : |
| How long has this person known you? : |
|  |
| **SECOND REFEREE** |
| Name : |
| Address : |
| Email : |
| Telephone : |
| Relationship to you : |
| How long has this person known you? : |

**Data Protection**

RB Mind will keep the details you provide in accordance with our Data Protection Policy which is available on our website under About Us / Policies and Procedures. Information is stored on a secure online database and will be kept for as long as you are volunteering with us. When you stop volunteering your details will be archived, and your personal details will be deleted after five years. You may be contacted after ending your volunteer role for feedback about your experience or to let you know about future opportunities. If you do not wish to be contacted, please inform the volunteer co-ordinator.

**Please Note:** As RB Mind is working with vulnerable adults, we are legally required to request that all volunteer candidates declare any criminal convictions they may have.

Please state offence / date and sentence imposed, if applicable.

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**Please Note:** RB Mind is legally required to carry out a Disclosure and Barring Service (DBS) check on all volunteers who will have direct contact with vulnerable adults or their personal information, prior to the volunteer role commencing. The volunteer co-ordinator will discuss this with you if it is applicable to the role you are applying for.

Please can you tell us how you found out about volunteering opportunities with RB Mind? Please put an ‘X’ in the applicable box.

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| --- | --- | --- | --- |
| Richmond Borough Mind website |  | Richmond CVS volunteer database |  |
| www.do-it.org website |  | Poster |  |
| What’s On publication |  | Mental Health professional |  |
| Friend / Family |  | Other (please specify) |  |

This is so we can check that our methods for recruiting volunteers are effective.

**"I declare the details provided on this Form are correct to the best of my knowledge"**

|  |  |
| --- | --- |
| **Signed :** | **Date :** |

**Thank you for taking the time to complete this form.**

Please complete this form electronically if possible and return it by email to: [**volunteering@rbmind.org**](mailto:volunteering@rbmind.org)

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| **Richmond Borough Mind**  **UK House, 82 Heath Road,**  **Twickenham TW1 4BW** | **Telephone: 020 8948 7652**  **Email:info@rbmind.org**  **Website:** [www.rbmind.org](http://www.rbmind.org) |