



Helping the homeless and vulnerable weather the storms of life

Volunteer Application Form

The Shrewsbury Ark is committed to equal opportunities and welcomes volunteers from all sections of the community

Please complete in black ink, typed or in capitals

Contact details:

FIRST NAME:	SURNAME:	Date Of Birth
Address:		Daytime telephone number:
		Other contact number:
		E mail:

Next of Kin:

Surname:	First Name:	Relationship:
Address:		Tel No:

Availability

Please indicate the days you would wish to volunteer, The Shrewsbury Ark operates from 9am - 2pm but we do have a variety of roles available for volunteers until 4.30pm. We ask for volunteers to confirm their availability between our shift times as follows:-

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am - 1.30pm					
12.00pm - 4.30pm					

What are the maximum amount of hours you are available to volunteer across the week?

Possible Tasks:

Working in the kitchen (cooking, serving, washing up)

General Support and befriending

Taking names on the front door

Assisting clients access the shower, washing machine facilities.

Cleaning

Specific activities to support client engagement and participation

Are there any other areas of volunteering you would be interest in?

Please state how long would you like to volunteer for The Shrewsbury Ark and what skills you would especially like to utilise?

General Experience/Interests

Please give details of any interests, education background, employment history or voluntary work that support your application and show your skills, knowledge and experience for the post you are applying for.

Furthermore, please state why you would like to volunteer at The Shrewsbury Ark and what your expectations are from volunteering with us.

Why have you chosen to volunteer with us?

What are your expectations from volunteering?

Additional information to support your application.

Are you comfortable with animals mainly dogs being around you? Yes No

Rehabilitation Offenders Act 1974

Criminal convictions

Have you had a Criminal Records Bureau check within the last 3 years? Yes No

Have you ever been convicted of any offence, which is not considered spent? Yes No

(If yes, please provide brief details on a separate sheet and mark it private and confidential.

Declaring a conviction will NOT automatically stop you from volunteering.

Do you have a disability? Yes No

If yes, please specify in order for us to make reasonable adjustments and accommodate your needs

We accept applications from individuals who have experienced previous problems with drink or drugs. If this applies to you, have you achieved a period of abstinence of at least 2 years and have a permanent residence? Yes No

When can you start volunteering with us?

References

Please provide the names and addresses of two professional referees (friend of the family, work colleague, teacher, voluntary work organiser, etc and **must not** be a relative or partner). Referees will only be contacted once a formal offer of volunteering agreement has been made.

Name:	Name:
Address:	Address:
Post code:	Post code:
Tel No:	Tel No:
E-mail :	E-mail :
Relationship to you:	Relationship to you:

General Data Protection Regulations May 2018

The new regulation is about protecting people in the modern information age. It gives more control to individuals and more responsibilities to organisations which collect and hold your data.

We already adhere to strict Data Protection Policies which ensure that your data is kept secure and used appropriately. The additional regulations will bring even better security and greater transparency.

In many areas, additional consent will not need to be sought as it is already our statutory duty to keep vulnerable adults and all children safe and deliver a high level of care and support. Where consent is needed, you will be asked for it in a clear manner.

We are registered with the UK Regulator - Information Commissioner's Office (ICO) (www.ico.org.uk).

The data we hold:-

- Personal details about you
- Contact details for your next of kin
- Health information to ensure your safety and wellbeing
- Details of any relevant offences and convictions

It's important to that you know your rights but remember some rights are overridden by our need to protect vulnerable people, staff and volunteers.

Your rights:-

- Right to be informed - to know what, how, where, and for how long your data is used / held
- Right of access - to be able to see and know what data is held
- Right to rectification - to fix in errors in the data held
- Right to erasure - to choose to have the data erased
- Right to restrict processing - to stop data being used for certain purposes
- Right to data portability - to move a copy of the data elsewhere
- Right to object - to complain about how your data was used
- Rights related to automated decision making and profiling

To ensure we are fully meeting the requirements of the GDPR we need to gain your consent for some of the ways in which we use the personal details we hold about you.

The personal information that you provide on your application form will be kept securely in a locked filing cabinet that only paid members of staff have access to.

Yes	No	Signature	Date
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We use a secure encrypted programme to electronically store your personal information. Only paid members of staff have access to this system.

Yes	No	Signature	Date
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For contact to be made via electronic communication - email

Yes	No	Signature	Date
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Signed:

Date: / /

Please note, you will need to undertake an Enhanced Criminal Record Bureau check if working one to one with vulnerable adults and young people.

Please return your completed application form to The Shrewsbury Ark, 10 Castle Foregate, Shrewsbury SY1 2 DJ or emailed to volunteer@shrewsburyark.co.uk
PLEASE MARK THE ENVELOPE 'PRIVATE AND CONFIDENTIAL'