



7 Queen Street, Bideford, Devon, EX39 2JG

Telephone 01237 423891

Email: admin@harbourbideford.co.uk

www.harbourbideford.co.uk

VOLUNTEER APPLICATION FORM

Before undertaking a volunteering role with this project all applicants must be prepared to:

1. Demonstrate a sympathy with, and an understanding of, the aims and objectives of Harbour Bideford
2. Be willing to undertake training as required
3. Abide by, and work to, all the current policies and procedures of Harbour Bideford
4. Complete a CRB check, if required to do so
5. It is the responsibility of the volunteer not to give out personal information that could put them at risk outside Harbour
6. Volunteers bring personal belongings into the project at their own risk. It is the responsibility of the volunteer to put their belongings in the cupboard provided.

PERSONAL DETAILS

The information you provide will be treated as confidential and will only be seen by the relevant staff.

NAME IN FULL _____

GENDER: MALE / FEMALE _____ DATE OF BIRTH _____

ADDRESS _____

POST CODE. _____

HOME TELEPHONE No _____

WORK TELEPHONE No _____

MOBILE TELEPHONE No _____

E MAIL ADDRESS _____

HEALTH

Please state if you have any health conditions you feel we should know about, including any recurrent or regular treatment you may receive, e.g. epilepsy, diabetes, hearing impairment, mental health issues etc.

Any information will be treated with the strictest confidence

It is Harbour's policy not to employ people who have used illegal substances within the last 6 months due to the nature of the project. Is there any other information you wish to tell us, concerning your state of health?

EMERGENCY CONTACT DETAILS

NAME OF NEXT OF KIN

ADDRESS IF DIFFERENT TO THE ONE ABOVE

POST CODE

TELEPHONE No

RELATIONSHIP TO YOU

DISABILITY

Are you registered as disabled? YES / NO

If yes, please state R D P Certificate Number

DATE

Please advise us of any equipment, special facilities or arrangements you may require:

Harbour is committed to equal opportunities, including the Disability Discrimination Act.
REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order) 1975

For most voluntary work you do not have to disclose convictions for earlier criminal offences. The nature of this voluntary work includes contact with people who are vulnerable and therefore, falls outside the scope of the provisions of the Rehabilitation of Offenders Act, which relates to spent convictions. It is important for this voluntary work that you do disclose any previous convictions.

Any information given will be entirely confidential and will be considered only in relation to this application.

Please state briefly your reasons for volunteering at Harbour:-

Please state your previous skills/experience, which you would like to bring to Harbour

Harbour, encourages all volunteers to be flexible in their approach to work, and will provide appropriate training when necessary

Every effort will be made to ensure your time with Harbour is enjoyable

Is there anything else you would like to tell us

REFERENCES

Please give the names and addresses of two referees (not relatives) who we may contact with regard to your starting voluntary work with Harbour

1) NAME _____
ADDRESS _____
POSTCODE _____
TELEPHONE NO. _____
EMAIL ADDRESS _____

2) NAME _____
ADDRESS _____
POSTCODE _____
TELEPHONE NO. _____
EMAIL ADDRESS _____

I confirm that to the best of my knowledge the details given in this application are correct.

SIGNED _____ DATE _____

**Please return to:
The Volunteer Co-ordinator,
Harbour Bideford, 7 Queen Street, Bideford, Devon. EX39 2JG**

DATA PROTECTION ACT

Harbour is fully committed to compliance with the requirements of the Data Protection Act 1998 ("the Act") which came into force on the 1st March 2000. Harbour will therefore follow procedures that aim to ensure that all Trustees and Volunteers who have access to any personal data held by or on behalf of its members, are fully aware and abide by their duties and responsibilities under the Act

Registration No. PZ 2517866