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| **Volunteer Application Form** |  |

 |
| **PERSONAL DETAILS** (Please complete using block capitals and black ink) |
| Forename |  | Surname |  |
| Address |  |
|  |
|  |
|  | Postcode |  |
|  Tel No |  | Mobile Tel No |  |
|  Email |  | Date of Birth |  |

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| **Please tick the volunteer roles you would be interested in:** |
| Befriending 🞎 Support Group/Events 🞎 Delivery of essentials 🞎ICT support 🞎 Time Out for Carer (couple of hours) 🞎 Administration 🞎 Other 🞎 Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| **When would you be available to volunteer with us?** *(Please tick or indicate general availability)* |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |
| **Is there an area (eg Laurencetown Village only) that suits you best to volunteer in?** |
| **How do you plan to get to and from potential volunteering opportunity?**  |
| **Do you have access to a car? Yes/ No** |

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| **Tell us why you are interested in a volunteer role with LLTCA** |

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| **What relevant skills, knowledge and experience do you feel you could bring to a volunteer role?** |

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| **Do you have any hobbies or interests that could be shared when you are volunteering?** |

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| **Are there any skills, experiences etc you would like to develop by volunteering?** |

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| **Please detail any health/ medical conditions that we may need to be aware of and / or any reasonable adjustments that we would need to consider to better support you in your role eg disabilities, health issues, support needs:** |
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| Please provide names and addresses of two people we could contact for a reference. (Someone who is not a relative but has known you for 2 years within the last 5 years). |
| **REFERENCE 1** | **REFERENCE 2** |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |
|  |  |
| Postcode |  | Postcode |  |
| Tel No |  | Tel No |  |
| Email |  | Email |  |
| Relationship to you? |  | Relationship to you? |  |

How did you hear about volunteering at LLTCA? ………………………………………………………………………

**Declaration**

All information received will be dealt with in confidence, consistent with our commitment to safeguard adults.

I declare that to the best of my knowledge, the information given on this form is correct. I have omitted nothing that might affect this application; and I acknowledge that misleading statements may be sufficient for cancelling any agreements made. **Please tick □**

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| Signature Date |

Thank you for your interest. Please return to: LLT Community Centre, Drumnascamph Road, Laurencetown, Craigavon, BT63 6DU T: 028 4062 3770 E: enquiries@lltca.com



LLTCA is a Company Limited by Guarantee NI 31476

Accepted as a charity by the Inland Revenue under reference XR 13935

**Further Information: LLTCA Volunteer Registration Process**

Below is an outline of the process LLTCA sets out when processing volunteer applications:

1. Complete the Volunteer Application Form
2. LLTCA will contact to discuss the application
3. Once this is complete and a potential role is identified, a number of processes need to be completed in advance of volunteering commencing. These include:
* Review of the volunteering role requirements
* Contact and secure references
* Access NI check
* Verify ID and emergency contact details
* Consent –regarding the processing of volunteer details in the consideration of the application and during the course of volunteering, if applicable, in line with LLTCA policies
* Confidentiality – regarding service users information in order to protect their interests and safeguard services

Once the above has been completed, you will be invited for an induction/ training session and to talk about your potential role which will include understanding and agreeing to abide by the volunteer policies and procedures of LLTCA and any specific requirements you may have. Additional training may need to be undertaken at this stage eg safeguarding, understanding confidentiality, recording contact etc.

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| Notes  |