

Volunteer Centre One Community  
 16 Romsey Road, Eastleigh, SO50 9AL  
 Tel: 023 8090 2458  
 Email: [volunteer@1community.org.uk](mailto:volunteer@1community.org.uk)



## Volunteer Registration Form

Thank you for deciding to register as a volunteer. So that we can offer you support and advice please take a few minutes to complete this registration document. You can choose not to answer any question. If you are unsure about any part of this document please ask for advice or assistance.

VOLUNTEER NAME AND ADDRESS										
<b>Title</b> <i>(please choose one)</i>	Mrs		Ms		Mr		Dr			
<b>First Name</b>										
<b>Last Name</b>										
<b>Street Address</b>										
<b>City</b>										
<b>County</b>										
<b>Postal code</b>										
<b>Telephone</b>										
<b>Mobile</b>										
<b>Email</b>										
<b>Date of birth</b>	<i>day</i>		<i>month</i>			<i>year</i>				
<b>How heard</b>	Driver recruitment campaign			Outreach			Museum			
	Support worker			Word of mouth			Media			
	Statutory organisation			Passing by			Job centre			
	Voluntary organisation			Social media			Internet			
<b>Areas of interest</b> <i>(please tick a maximum of 5)</i>										
Media		Marketing		Health and Safety						
IT		Legal		Retail						
Education		Museums		Heritage						
Literacy		Libraries		Environment						
Animals		Wildlife		Conservation						
Festivals		Performance		Drama						
Sport		Craft		Music						
Art		Film		Public Events						
Recreation		Poverty		Disaster relief						
Unemployed		International Aid		Emergency Services						
Food Banks		Refugees		Homeless						
Crisis Support		Housing		Hunger						
Women		Men		LGBT						
Faith		Race and Ethnicity		Immigrants						

Justice		Politics		Civil Rights	
Ex-Offenders		Victim Support		Human Rights	
Domestic Violence		Prisoners		Crime	
Veterans and Armed Forces		Addiction		Social Care	
Disability		Hospices		Mental Health	
Medicine		Older People		Families	
Young People		Children			

**What skills do you have? (please select a maximum of 5)**

Design		Outdoor work		IT	
Craft		Leadership		Reading and Writing	
Photography		Teamwork		Reasoning	
Creative		Managing People		Maths	
Building work		Governance		Talking to others	
Carpentry		Organising		Counselling	
Catering		Web Design		Listening	
Cleaning and tidying		Electronics		Negotiating	

**Voluntary or past work**

**AVAILABILITY (Please indicate the time when you are available to volunteer. If your availability is flexible, please tick all boxes.)**

	SAT	SUN	MON	TUE	WED	THU	FRI
AM							
PM							
Eve							

**PERSONAL DETAILS**

**Gender**

Male		Female		Prefer not to say	
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**Age range**

Under 15		19-25		30-34		40-44		50-54		60-64	
15-18		26-29		35-39		45-49		55-59		Over 65	
Prefer not to say											

<b>Employment status</b>							
Employed full time		Self employed full time		In education		Unemployed	
Employed part time		Self employed part time		In training		Non employed	
Retired		Looking after family /home		Unable to work through ill health		Other	
Prefer not to say							
<b>Ethnicity</b>							
White British		White Irish		Other white background			
Gypsy or Irish traveller		White and Black Caribbean		White and Black African			
White and Asian		Other Mixed/Multiple ethnic background		Indian			
Pakistani		Bangladeshi		Chinese			
Other Asian background		African		Caribbean			
Other Black/African/Caribbean background		Arab		Other ethnic group			
Prefer not to say							
<b>Nationality</b>							
<b>Disability status</b>							
Not disabled		Self classified		Prefer not to say			
<b>Driving (do you have your own transport?)</b>							
Do not have own transport		Own transport available					
<b>Type of driving licence</b>							
Provisional		HGV Class 1		Motorcycle			
Car Automatic		HGV Class 2		PSV/ Coach			
Car Full		HGV Class 3		None			
<b>Commitment type</b>							
Full time		Part time		Short term			

**DATA PROTECTION:**

1. At no time will we provide any of your details to a third party without your permission.
2. You have the right to see any information about you that we hold in a retrieval system such as a computer database or paper index system.
3. You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
4. You have the right for your details to be removed from a retrieval system.
5. We may compile statistical data from time to time but this will never include references to a particular individual.
6. In order to keep you up to date with information and events we may include you in our mailing list or email list.
7. We will never sell or give our mailing lists to a third party.

**WHAT WILL WE DO WITH THE INFORMATION YOU GIVE US?**

We will hold your information confidentially. Using the information we will try to match you with volunteering opportunities that appear to suit your preferences and availability. If we find a match we will contact you with the details of the volunteering opportunity; you can then decide if this is something you would like to become involved with as a volunteer or not. If not, we will continue to look for volunteering opportunities that you may be interested in.

We will not send your name and contact details to an organisation seeking volunteers unless you have agreed with us that we may do so.

### **VOLUNTEERING WHILE CLAIMING BENEFITS**

If you are claiming any benefits please inform your Job centre Advisor that you are intending to volunteer.

### **DISCLOSURE & BARRING SERVICE (DBS) CHECKS**

Some volunteer opportunities, particularly if you are working with children or vulnerable adults, are subject to Disclosure & Barring Service Checks (DBS), formerly Criminal Record Bureau (CRB) and Independent Safeguarding Authority (ISA) checks. A DBS check is carried out by the Disclosure & Barring Service against police records and the list of those who are barred from working with vulnerable people.

No criminal record checks will be made without your consent and until you have been accepted as a volunteer for an organisation requiring such a check to be made.

### **INFORMATION FOR VOLUNTEERS**

Please ask Volunteer Centre staff for any further information you need about the issues surrounding volunteering: expenses, insurance, DBS checks, references, volunteering while on benefits, equal opportunities, health and safety, training, confidentiality, volunteers and the law, volunteers' rights and responsibilities, roles of trustees ... whatever you want to know, we are here to help.

### **DATA PROTECTION**

I give permission for Volunteer Centre One Community to pass the information contained in this form to those organisations or groups in which I have expressed interest, as discussed and agreed with Volunteer Centre staff \*.This will then enable the respective organisations to contact you directly. I also agree to my details being kept on the Volunteer Centre's secure database for administrative purposes only.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\* Please tell us if there is any information you have given to Volunteer Centre staff in confidence that you **do not** wish to be passed on to an organisation looking for volunteers.

### **WHEN YOU HAVE COMPLETED THIS FORM PLEASE RETURN IT TO:**

**Volunteer Centre One Community  
One Community  
16 Romsey Road  
Eastleigh SO50 9AL**

**or you can return it by e-mail: [volunteer@1community.org.uk](mailto:volunteer@1community.org.uk)**