

Volunteer Application Form

(Please type into the boxes as required. Alternatively, please print a copy and complete the required information in block capitals, using a black pen. If you need assistance to complete this form, please contact Furniture Plus and we will be happy to help. Literacy is not a requirement for most volunteering roles).

❖ Personal details:

Miss/Ms/Mrs/Mr/Other: Name:

Address:

Postcode: Email:

Telephone: Date of Birth:

Are you: Employed Unemployed Retired

Student Training Scheme

Other (please detail)

Do you consider that you have any disability? Yes No

If Yes, please give details:

Do you have a current driving licence? Yes No

Do you have any driving convictions / points? Yes No

Please give brief details of any previous voluntary experience (including dates):

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Please give brief details of any skills/interests you have:

❖ **How did you hear about us?**

- Advertisement Referred by a friend Referred by a Volunteer
 Volunteer Bureau Website Furniture Plus Newsletter

Other (please detail)

❖ **Please detail which area(s) of volunteering you are interested in?**

- Warehouse/Van Sales Administration Finance
 Furniture Repair IT Cleaning No Preference

Other (please detail)

❖ **Please tell us when you will be available to volunteer by ticking the appropriate box (or boxes) below:**

	Morning	Afternoon	Comment
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

❖ **How often would you like to volunteer?**

- Weekly Fortnightly Monthly

Other (please detail)

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❖ **How long would you hope to commit as a volunteer with Furniture Plus?**

- Three months Six Months Year More than a Year
- One off events or Sessions only Don't know/will depend upon other factors

❖ **What are your reasons for wanting to volunteer?**

❖ **References:**

We require two character references who have known you for **at least a year**. Can you please give us the names and **addresses** in the space below. Please note: a referee can be an employer; a tutor at college, a minister of religion or any reputable person. They should not be a relative, or a person with whom you live or share a house.

Name & Address	
Tel No. / eMail	

Name & Address	
Tel No. / eMail	

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Rehabilitation of Offenders Act(1974) Exceptions Order (1975)

Depending on the volunteering role you undertake, it may be necessary for security checks to be made. You are therefore required to disclose details of any convictions including 'spent' convictions. If you have been convicted of any offences please give details. Any information given will be kept confidential. Any record will not necessarily be a barrier from volunteering.

Important Confidential Information

Please note. Following recent changes in the law, a Criminal Record Check and / or membership of the Protection of Vulnerable Groups scheme may be required before beginning a placement. These checks are free for volunteers and Furniture Plus will assist you in your application to Disclosure Scotland if you are unsure how to do this.

Furniture Plus will use your information for administration, providing services and carrying out statistical research. In carrying out these purposes we may have to contact you by mail, telephone, or email. We will disclose your information to service providers for these purposes, e.g. Criminal Records Check. By signing this form, you consent to our processing your sensitive personal data for the above purposes. You have a right to ask for a copy of your information and correct any inaccuracies.

Please sign, date and return your completed application to the address below

I hereby declare that all the information I have given is correct.

Signed _____ **Date** _____

The completed form should be returned either by email to volunteering@furnitureplus.org.uk or by Private and Confidential post to:

Volunteering
Furniture Plus
7-21 Alexander Street
Dysart
KY1 2XX

Thank you for your interest in volunteering at Furniture Plus.

Please note - when completing on a computer, the form must be saved to your computer and then emailed to Furniture Plus. Alternatively, complete it on the computer then print out and post it directly to the address shown. Thank you