

Volunteer Application Form



PRIVATE & CONFIDENTIAL

Name

Volunteer role(s) you are interested in:

See 'Volunteering Opportunities' information sheet (back page)

Please complete all sections of this form in full.

If you need help completing the form or have any questions, please ring Kathryn Smale, Volunteer Services Coordinator, on 0115 9101008.

Please drop the form in to one of our shops or return it to:

Kathryn Smale
Volunteer Services Coordinator
Nottinghamshire Hospice
384 Woodborough Road
NG3 4JF

Section 2 - Reasons for Volunteering



Please tell us why you would like to volunteer for Nottinghamshire Hospice.

What knowledge and skills are you able to bring to the hospice?
(Counsellors & therapists please provide details of relevant training & qualifications).

When are you available to volunteer on a regular basis (if applicable)?

<i>(Please tick as appropriate)</i>	Mon	Tues	Weds	Thurs	Fri	Sat	Totally flexible
	am pm	am pm	am pm	am pm	am pm	am pm	
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
						(shops only)	
Any other comments about your availability?							
<i>Please note the main hospice is only open on weekdays. Daycare volunteers must be available between 9.45am-2.45pm once a week.</i>							

Section 3 - CRB Disclosure



As volunteers will be working with vulnerable adults or members of the public, most applicants will be subject to a criminal record check from the Criminal Records Bureau (CRB).

Under the rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions?

Yes No

If you have ticked yes, details of the conviction will be discussed at interview. Having a conviction will not necessarily stop you from volunteering. Careful consideration is given to providing opportunities for ex-offenders to develop their work and skills.

Where did you hear about us?

Please note that Nottinghamshire Hospice operate a strict no-smoking policy at all sites and in vehicles used for hospice purposes.

Section 4 - References

Please give the names and addresses of 2 people who can act as referees. They will be asked to comment on your suitability for the volunteering role you have chosen. Both referees **must have known you for at least 2 years** and be aged over 18.

Referees can be your previous manager, a tutor, landlord, support worker or another hospice volunteer.

If you are applying to volunteer as a counsellor or complementary therapist, one of your referees must be able to comment on your ability in these areas (e.g. supervisor, tutor, line manager). Applicants under 16 only require one referee, preferably from a teacher.

Referee 1

Title Name

Address
Postcode

Email Tel No

How do you know this person?

Referee 2

Title Name

Address
Postcode

Email Tel No

How do you know this person?

I declare that the information provided is true.

Signed Date

Section 5 - Parental/Guardian Consent



I (full name of parent/guardian)

of (address)

give consent for (name of child)

to volunteer with Nottinghamshire Hospice and to travel between locations

Signed

Date

Volunteering Opportunities



Administration / Reception Cover

Administration Volunteers provide much appreciated administrative support in various departments. Volunteers also cover reception when needed.

Catering

Catering Volunteers help the catering team to provide patients with the varied lunchtime menu. Volunteers are also needed to help put on the fantastic buffets that are a part of so many of our fundraising and celebratory events.

Chaplaincy

We have a team of volunteer chaplains who provide pastoral support and look after the patients' spiritual wellbeing.

Complementary Therapy

Qualified volunteers provide patients with a variety of complementary therapies including Massage; Indian Head & Neck Massage; Relaxation; Acupressure; Beauty Therapies; Reflexology and Aromatherapy.

Counselling

A team of qualified volunteers provide a counselling service under the supervision of our Counselling Service Coordinator.

Daycare

Our Daycare Volunteers assist the care staff, talking to patients, helping with activities and serving refreshments. (9.45am -2.45pm, weekdays)

Daycare Activities

Volunteers provide activities and entertainment (e.g. music, arts & crafts, creative writing) on a one-off or regular basis.

Drivers

Volunteers drive patients to and from the hospice.

Events

Volunteers provide invaluable support at our many and varied events. In the past, these have ranged from pamper days and balls to our Midnight Memory Walk.

Fundraising

The cost of running Nottingham's only voluntary hospice will, this year, be approximately £2.4 million. Of this, only 25% comes from statutory services. Volunteers assist our creative fundraising team in a variety of roles in raising the rest of the money. (These are not usually office-based opportunities).

Shops

We have 10 shops across Nottinghamshire, staffed by volunteers.

Warehouse

Volunteers sort donations for the shops, book in & dispatch goods and take phone calls at our central warehouse.

Please note all the volunteering opportunities at the main hospice are weekday opportunities. The shops are also open on Saturdays. Shop volunteers must be over 14. All other volunteers must be over 16.

Please see our website www.nottshospice.org or contact Kathryn for more detailed role descriptions.