

Eden Gate

Volunteer Application Form

The information you provide is strictly confidential and we will use it to administer any volunteering you do with us. Your signature gives us consent to hold the details on this form on a database for volunteering purposes only. All information is held in accordance with the Data Protection Act 1998. Eden Gate will keep your personal details for 2 years from the date that you last served as a volunteer. You have the right to make a formal request in writing for access to personal data held about you to inspect it and have it corrected if it is wrong.

Personal details

Name	Telephone number (home)
Permanent Address – please let us know if you have an alternative address (eg term time)	Telephone number (mobile)
	Postcode
Email	Date of birth* / /
<input type="checkbox"/> Our eNewsletter is a great way for us to keep you up-to-date with what is happening at Eden Gate. Please tick if you agree to be added to our list	

* Optional except where a specified age range is required by the role applied for

Emergency contact details: Who should we contact in an emergency?

Name	Telephone number (with area code)
Relationship to you	Telephone number (mobile)

Health

Do you have any health conditions or disabilities of which we should be aware? Yes No

If yes, please give details:

Past and Present Employment or Volunteer Roles

Dates	Employer	Job Description/Nature of work

Qualifications/training courses

Criminal convictions

Have you ever been convicted or charged with a criminal offence? Yes No
(You do not need to disclose any convictions which are considered 'spent' under the Rehabilitation of Offenders Act 1974)

If yes, please provide details of the criminal offence(s) including dates and sentences:

A prior criminal conviction or the fact that you have been charged with a criminal offence will not automatically prevent you from volunteering with Eden Gate but failure to disclose relevant information or providing false or misleading information may result in immediate dismissal.

Additional information

Where did you hear about this volunteering opportunity?

About yourself

The following questions will help us to determine whether this is the right volunteering opportunity for you.

What volunteer role(s) are you interested in?

For more information about each role please see the additional documentation attached in the email.

- Support Volunteer: 1st Contact Drop-in Sessions
- Sunday Munch Team Member
- Newport Winter Nightshelter Team Member (based in various churches November – March)
- Newport Summer Nightshelter Team Member (based at Eden Gate March – November)
- Street Contact (Pwllgwenlly) – Wednesday PM 7pm – 10pm

What is your availability?

Our drop-in sessions run for up to 3 hours each week, please state your availability on a fortnightly basis:

(1st CONTACT ONLY)

- Tuesday PM 7pm – 9pm
- Wednesday AM 10am – 1pm
- Thursday AM 10am – 1pm
- Thursday PM 7pm – 9pm
- Sunday PM 2pm – 3.30pm

What skills and qualities do you have that would be useful in this volunteer role?

Why do you wish to volunteer with Eden Gate?

References

We need two references from people who have known you for at least two years. Ideally, this should be someone who has known you through work (paid or voluntary) or education. We cannot accept references from family members.

	Reference 1	Reference 2
Name		
Email address		
Telephone		
Postal address		
Postcode		
In what capacity does this person know you?		
How long have they known you?		

Re: Data Protection: The personal data you provide us on this form is in support of your application to volunteer with Eden Gate. We will only use this data to contact you about volunteering opportunities, unless you agree otherwise. We will keep your data safe and only for as long as is necessary to support your application. See www.edengate.org.uk for further details.

Personal declaration

This form requests that you provide us with both personal data and sensitive personal data. Sensitive personal data includes, but is not limited to, information related to your health, racial and ethnic origin and criminal convictions. By providing us with any personal data and sensitive personal data, you agree that Eden Gate may hold and use your personal data and sensitive personal data to consider your suitability to be a volunteer, manage your role as a volunteer and to keep in touch with you. This information, including the information contained in this form, can be stored by us on both manual or computer files. It will be held securely and only accessed by authorised personnel within Eden Gate or, exceptionally, provided to third parties where required by law (e.g. to government bodies and law enforcement agencies).

By submitting this form (i) I agree to abide by all Eden Gate's policies and guidelines made available to me, including those relating to volunteering and health and safety; (ii) I will notify Eden Gate of any changes in circumstances that may affect my volunteering; (iii) I agree to Eden Gate contacting and requesting a reference from the referees referred to above; and (iv) I acknowledge that I am volunteering entirely at my own risk and that Eden Gate shall not be liable in any way for injury or loss that might occur as a result of my activities other than as a result of Eden Gate's negligence.

I confirm that the answers that I have provided on this form are true.

Signature _____ **Date** _____