



### Volunteer Registration Form

All details in this form will be treated as strictly private and confidential. Please complete all sections in black ink. Once completed, please post to Helen Watkin, Befriended, 28 Priory Road, Hassocks, BN6 8PS, or alternatively scan the completed document and email to [helen@befriended.org](mailto:helen@befriended.org)

Please note that when completing this form you will need to provide the names of two referees. You may find it helpful to identify who these may be and if necessary obtain their permission before you start entering any details.

#### Personal Details

Title:

First Name/s:

Surname:

Date of Birth:

Address:

Contact Phone:

Home:

Mobile:

Email:

Occupation:

Allergies (Including animals):

First Language:

Other languages that you are fluent in (please only complete this only if you are happy to be matched with someone with this language):

How did you hear about us?

#### Availability

How often would you be available? Choose weekly or fortnightly.

On what days and times? Please tick boxes showing your availability

	AM	PM	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Preferences**

Do you have any geographical restrictions? i.e. do you need to be local to your home or place of work or can you travel a short distance to another area?

Do you have any particular hobbies or interests? Please give as much information as possible as this will help us when matching you with a friend.

What do you hope to get out of volunteering for Befriended?

Would you be willing to befriend someone with any of the following if further training is made available (if required)?

	Yes	No	Not sure
Dementia?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short-term memory problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning disability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical disability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Health**

Do you have, or have you had any medical problems which may affect your work as a volunteer?

Yes

No

If 'yes' please provide details

**Relevant Details**

Do you have any experience, skills or qualifications which may be relevant to your role as a volunteer?

**Convictions**

Have you had any criminal convictions?

Yes

No

Have you ever received a caution or been cleared of an allegation that might be recorded on your DBS record?

Yes

No

If you have answered 'yes' to any of the above, please give details on a separate sheet.

This post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any applicants for this post who are offered employment or who become volunteers for this organisation will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

A criminal record will not automatically bar a person from successfully taking up this post.



**References**

Two references are required. Please try to provide at least one professional reference and one character reference. Please provide referee details below so that we can make contact as soon as possible.

Title:

First Name/s:

Surname:

Address:

Contact Phone:

Home:

Mobile:

Email:

How long have you known this person? (Minimum 2 years)?

Title:

First Name/s:

Surname:

Address:

Contact Phone:

Home:

Mobile:

Email:

How long have you known this person? (Minimum 2 years)?

**Confidentiality Agreement**

In the course of your visiting you will have access to confidential information and records about your friends and sometimes other Volunteers. It is therefore vital that you treat all information about your friends and other volunteers as confidential.

Our friends and Volunteers must be able to have confidence that personal information is never released.

Please tick this box  to confirm that you accept your responsibility to maintain the confidentiality of your friend and other Volunteers .

**Christian Ethos**

I understand that Befriended is a Christian organisation representing local churches. Please tick this box  to confirm that you have read and understood Befriended's values at the end of this form and agree to uphold them when representing Befriended as a volunteer.



### **Driving**

It is not a requirement that volunteers can drive. If you do however take our friends out for coffee or to garden centres etc. in your vehicle, it is a requirement of Befriended that we have a photocopy of your licence and motor insurance. Furthermore It is your responsibility to notify your insurance company of your voluntary role for Befriended.

### **Disclosure and Barring Service (DBS)**

It is a requirement of Befriended that all volunteers have a DBS check

If you already have a subscription to the DBS Update register please provide your reference number so that we can access your portable DBS check). My ref no is Enter Ref no

### **Declarations**

In ticking this box

I confirm the information in this application form to be correct and any misleading or falsification of information may be proper cause for rejection or termination of this placement.

I give permission for the information on this registration form to be held on a computer.

Signature

Date



**APPENDIX A -Befriended's Values**

We have a Christian Foundation

We represent local churches

We are underpinned through prayer

We value every human being, just as God does

We acknowledge that we are a multi-faith society and we welcome befriendedees of any faith or none