

## VOLUNTEER INFORMATION FORM


Please complete all sections of this form in black ink or type and please write clearly as it will be scanned. If you need any assistance or support to complete the form, please let us know.

**Before completing this form, please read through the letter for prospective volunteers, this explains the volunteering process.**

If at any point you have any questions regarding your volunteer application, please contact the Volunteer Team on 01903 680743 or email [volunteering@turning-tides.org.uk](mailto:volunteering@turning-tides.org.uk)

OFFICE USE ONLY					
Received	References sent for	Reference 1 received	Reference 2 received	Induction meeting	ID Checked
Date:	Date:	Date:	Date:	Date:	Date:

Personal Details	
Title:	First Name:
Surname:	Like to be known as:
Contact Number:	Additional Contact Number:
Email Address:	
Address:	
Postcode:	

Photo	Which role are you interested in?
Please attach a head and shoulder photo of yourself - this helps us to put faces to names!	
	<p><b>Please confirm you are available at the times specified on the role description:</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>

Motivation - Why would you like to volunteer for Turning Tides and what do you hope to get out of the experience?

**Knowledge and Experience** - Do you have any lived experience or life skills that you would be willing to share with us?

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**Please share with us any specific skills or hidden talents you may have**

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**How did you hear about volunteering with Turning Tides?**

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**Additional Information** : So that we can consider any appropriate adjustments to your volunteer environment and to better support you in your role, please give details of any medical factors or disabilities

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**Criminal Convictions**

Some volunteering roles may require us to undertake a standard or enhanced DBS check. If we were to undertake a DBS check, would any previous convictions be revealed?  
Please tick as appropriate:

**YES**

**NO**

If **YES**, please give details:

Signed:

Date:

\*A criminal record will not automatically bar a person from volunteering with Turning Tides.

**Emergency Contact**

Full Name	Relationship	Contact Number

**References**

**Please provide name and email address for two referees who will be able to provide a character reference for you.**

**We are unable to accept references from family members.**

**Referee 1**

First Name:	Surname:
Email Address:	
How do you know this person?	
How long have you known this person?	

**Referee 2**

First Name:	Surname:
Email Address:	
How do you know this person?	
How long have you known this person?	

**Eligibility to volunteer in the UK**

If you have the right to work in the UK on a permanent basis you are also normally allowed to volunteer. However, people from outside the European Economic area may need permission to undertake voluntary work. If in doubt, please contact the Home Office.

Are you legally eligible to volunteer in the UK?

**Volunteer Authority**

I agree that photos/ videos of me maybe used in publicity for Turning Tide.	Examples of materials include (but are not limited to): posters, leaflets, newsletters, emails, blogs, press releases, presentations, speeches, website and social media (e.g. Facebook, Twitter etc.).
Signed .....	Print Name .....

## Staying In Touch

**The Volunteer Team will contact you as necessary regarding your volunteering via phone and email, including a monthly Volunteer Update.**

We will never share your details with other organisations.

We value all our volunteers and that's why we would like to keep you up to date with Turning Tides' news.

Please tick if you would like to receive the following\*

\*Please note this would apply once you have completed your induction and are officially "signed up" as a volunteer.

Email updates from Turning Tides' Fundraising and Communications Team

Postal updates from Turning Tides' Fundraising and Communications Team

## Confidentiality

I understand everything I hear or learn in the course of my duty as a volunteer at Turning Tides must be treated in the strictest confidence and should be considered as confidential unless I am specifically told otherwise.

This includes information regarding individual clients, staff, fellow volunteers and supporters.

By confidential I understand that I must not share this information with anyone outside of Turning Tides including family and friends.

I agree that my duty to confidentiality continues even if I stop volunteering for Turning Tides.

## Declaration & Data Protection

I understand that this information form will become part of my personal file. The information will be held securely and confidentially and will only be accessed by authorised individuals.

I have read and understood the confidentiality declaration and agree to this.

I have checked the information I have given, and declare that to the best of my knowledge the information given in this form and any other accompanying documents is true. I understand that should any of the information I have given prove to be incorrect or inaccurate, this may affect any future involvement with Turning Tides.

I give consent for my information to be held in accordance with Turning Tides' Privacy Policy a copy of which can be found here - <https://www.turning-tides.org.uk/about-us/privacy-policy/>

**Signed:**

**Date:**