#### Before completing this form, please read 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 680740 or email

volunteering@turning-tides.org.uk

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

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| **Photo**  Please attach a head and shoulder photo of yourself – this helps us to put faces to names! | **Which role are you interested in?** |
|  | **Please confirm you are available @ the times specified on the role description: Y / N** |

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| **Where would you like to volunteer? Worthing, Littlehampton, Horsham or Mid-Sussex? Please specify below;** |
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| **Motivation** – Why would you like to volunteer for Turning Tides and what do you hope to get out of the experience? |
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| **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 hobbies, interest or hidden talents you may have.** |
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| **How did you hear about volunteering with Turning Tides?** |
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| **Have you ever worked for Turning Tides as a volunteer or as an Employee?** |
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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? A criminal record will not automatically bar a person from volunteering with Turning Tides.  Please tick as appropriate: **YES o NO o**  If **YES**, please give details:  Signed: Date: |

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| **Emergency Contact** | | |
| Full Name | Relationship | Contact Number |
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| **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, and you must have known your referee for at least 2 years.** |

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| **Referee 1** | |
| First Name: | Surname: |
| Email Address: | |
| How do you know this person? | |
| How long have you known this person? | |

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| **Referee 2** | |
| First Name: | Surname: |
| Email Address: | |
| How do you know this person? | |
| How long have you known this person? | |

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| **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 is the UK? |

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| **Staying In Touch**  **As a current volunteer the Volunteer Team will need to contact you as necessary regarding your volunteering via phone and email, including a monthly Volunteer Update email.**  We value all our volunteers and that is why we would like to keep you up to date with Turning Tides’ news.  Please tick if you would like to receive the following\* |
| 1 Fundraising communications including appeals  1 e-Newsletter to keep up to date with Turning Tides news  1 GiftgoodsforGood wish list email – this is a list of food and furniture items we are short of that you can donate  *\*We will never share your details with other organisations.* |

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| **Confidentiality and Data Protection Declaration** |
| *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.  *Date 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. |

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| **Further Information -** *Please use this box to add any additional information or comments you would like to share* |
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| **Declaration** |
| 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 Policya copy of which can be found here -<https://www.turning-tides.org.uk/about-us/privacy-policy/>  *Declaration*  Signed: Date |