



Volunteer Registration Form

Thank you for your interest in volunteering for BUILD. We are keen to match the right volunteer to the right opportunity, so that your time volunteering is beneficial both to you and to BUILD. Please complete this form to tell us more about you, then return it to admin@buildcharity.co.uk or Administrator, BUILD, Church House, Church Alley, Norwich, NR2 4SN. We will then email you to acknowledge receipt of your application and let you know the next stage of the process.

Personal Information:

Name:

Date of Birth:

Address:

Telephone:

Mobile:

Email:

I would prefer to be contacted by:

- Email (preferable for BUILD, as it saves the charity significant resources)
- Post

Emergency Contact Information:

Name:

Relationship:

Contact Number:

Volunteering for BUILD:

What are you looking to gain from volunteering with BUILD?

What do you do at the moment? (please give details of work / study / volunteering / hobbies)

When are you available to volunteer?

- Weekday mornings
- Weekday afternoons
- Weekday evenings
- Weekends
- Other

In which of the following volunteer roles are you interested?

- Administration
- Fundraising / Promotion / Marketing
- Community Activity Programme
- Wednesday Club
- Skills for Life

Would you consider being a Lead Volunteer? *(This role has added responsibilities for planning and running certain activities, as well as managing any issues that arise during the event. Full training and support is provided by BUILD)*

- Yes
- No

Please tell us if there are any activities or roles with which you would **not** like to be involved:

Do you have a valid driving licence AND access to a car?

- Yes
- No

Would you be prepared to transport BUILD staff, volunteers and beneficiaries in your car while on BUILD activities? *(Expenses paid) If you are driving on BUILD's behalf you will be responsible for ensuring that the vehicle used is covered by a current MOT, appropriate insurance to do so, road tax certificate and is in safe working order.*

- Yes
- No

(if ticked 'Yes' we will contact you further for details)

Does your driving licence allow you to drive a minibus and would you be willing to do so?

- Yes
- No

How did you hear about BUILD?

Can BUILD use your photograph on marketing and promotional materials? Yes No

In order to keep both you and our beneficiaries safe and happy when engaging with BUILD, we need to ask some questions about your health. This information is held confidentially and is only shared with the staff / volunteers leading activities that involve you. If you tick any of the boxes below, we will contact you to discuss how we can best support your needs while you are volunteering with us.

- I will need to bring a support worker with me when I volunteer
- I use mobility aids most of the time
- I have epilepsy / regular seizures
- I have a severe allergy that would need intervention
- I have an illness or condition that may be dangerous to others
- I have a sensory impairment that means I need extra support
- I have a condition that may mean I need extra support from BUILD while I am volunteering
(for example dyslexia / autism)
- Other

References:

Please provide two people who we can contact for references. Referees must not be relatives or close friends, and must have known you for at least 1 year. Suitable people may include tutors, employers, supervisors from other voluntary roles, or people in positions of community leadership.

Referee 1:

Name (including title):

Email:

Address:

Relationship to you:

Referee 2:

Name (including title):

Email:

Address:

Relationship to you:

Declaration:

The BUILD Charity is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, age, responsibilities for dependents, physical or mental disability or offending background.

The Rehabilitation of Offenders Act 1974 makes it illegal for employers or prospective employers to take into account offences from which the person concerned is deemed to be rehabilitated. This means that after a certain period of time (which will depend on the offence and the length and severity of the punishment) the person concerned is to be assessed as if the conviction had never taken place.

There are however, exceptions to this where all previous offences can be disclosed. This includes employment that enables access to vulnerable persons such as is the case with posts that are available within The BUILD Charity. The voluntary role you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires you to disclose relevant offences as detailed below.

We actively promote equality of opportunity for all with the right skills talent or potential and welcome applications from a wide range of candidates, including those with criminal records. Having a criminal record will not necessarily bar an applicant from working, or volunteering for BUILD Charity the nature of the disclosed conviction and its relevance to the post in question will be considered. We select all candidates based on their skills qualifications and experience and will not discriminate unfairly against applicants with a criminal record. However, BUILD Charity recognises that it has a duty to its service users and the wider community to take account of offences that have a direct bearing on a candidate's suitability for a particular post. For this reason, we require all applicants to provide information on all unspent convictions. This includes cautions, reprimands, warnings and any pending criminal charges.

I have information to declare:

Yes No

*If yes, please supply this in a sealed enveloped, marked
CONFIDENTIAL*

Data Protection

In line with the Data Protection Act 2018:

I confirm that to the best of my knowledge, the information given is correct and that I will advise BUILD of any changes.

I understand that information given on this form will be held in electronic and paper form for use by BUILD staff, and BUILD volunteers, and will not be shared with anyone else without my permission.

I give my explicit consent to BUILD holding this information for use in my involvement with BUILD.

I understand I can request this information to be deleted from your records at any time.

A copy of the BUILD Charity Privacy Policy is available on our website or a paper version on request.

Signed:

Dated:

Thank you for taking the time to complete this form. We look forward to receiving your volunteering application.

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