

Volunteer registration and booking form

If completing by hand, please use **BLOCK CAPITALS**

SECTION ONE: YOUR NAME

Title

Forename(s)

Surname

Name you prefer to be known by

SECTION 2: CONTACT DETAILS

Home address

Line one

Line two

Town

County

Postcode

Country

Email

Telephone number (include dialling code):

Day

Evening

Mobile

Contact address if different from home address

Line one

Line two

Town

County

Postcode

Country

Telephone (if different from above):

Dates you will be at this address:

from to

SECTION 3: ABOUT YOU

Nationality

Date of birth

Have you previously registered with Vitalise? Yes No

SECTION 4: WHAT WOULD YOU LIKE TO DO?

Please tick all relevant:

- Book a place as a residential volunteer
- Help in a shop or in my local Vitalise Centre
- Receive more information on becoming a sighted guide
- To help with or be kept informed of fundraising activities

SECTION 5: RESIDENTIAL VOLUNTEERS ONLY

a) I would like to help at the following Vitalise Centre:

Vitalise Jubilee Lodge

From this date

To this date

b) I am happy to help at any Vitalise Centre at any time

c) I can help at any time during this period:

From this date

To this date

GROUP BOOKINGS

If you are volunteering as part of a group booking or through an agency or organisation, please give details below (college/ company etc):

SECTION 6: SPECIAL REQUIREMENTS

Please give details of special dietary requirements (e.g. vegetarian/vegan)

Do you have any other special requirements relating to a disability, medical or cultural needs? Yes No

If YES, please give brief details here or contact us for advice. Your information will be treated in the strictest confidence

SECTION 7: REFERENCES

We need to take two references for all volunteers. You may use your tutor or group leader for one. (Do check with them first though).

If you have previously worked in a caring capacity, please give this as one of your referees.

Your references must be in place before you volunteer.

If you can please send your references with the booking form this would be ideal and save time and postage too!

Referee 1

Name

Address

Postcode

Tel

Email

Referee 2

Name

Address

Postcode

Tel

Email

SECTION 8: EMERGENCY CONTACT

Please give details of someone to contact in case of an emergency

Name

Relationship to you

Telephone (include dialling code)

SECTION 9: FURTHER DETAILS

Are you employed? Yes No

Occupation (this can help us with future marketing)

Are you in full time education or training? Yes No

Please give details of any particular hobbies or interests (this can help us with future marketing)

SECTION 10: HOW DID YOU HEAR ABOUT US?

How did you hear about volunteering with Vitalise?

Please give as much detail as possible e.g. Do-it website, advert in Guardian, poster at workplace, through a friend etc

Would you like a sponsorship form to help raise money to cover our volunteer costs? Yes No

SECTION 11: DATA PROTECTION

The information supplied on this form will be held on computer/paper records in accordance with the Data Protection Act 1998 and helps us in delivering and monitoring our service, as well as raising much needed funds.

We may on occasions allow other organisations that support our work to contact you too. If you would like to receive this information please write YES here:

SECTION 12: DECLARATION

Under the Rehabilitation of Offenders Act (exemptions order 1975) and other regulations, we need to ask the following:

Do you have any convictions for criminal offences (including spent convictions)?
 Yes No

Have you ever had any allegations of abuse or malpractice made against you (whether proven or not)? Yes No

Any convictions or allegations will not necessarily bar you from volunteering with us. Any details will be kept confidential.

If you are unsure about this please contact us.

SECTION 13: SIGNATURE

To the best of my knowledge, the information given on this form is correct

Signed

Date

RETURN YOUR COMPLETED FORM TO:

Vitalise
Shap Road Industrial Estate
Shap Road
Kendal
Cumbria LA9 6NZ

Tel: 0845 330 0148

Tel from outside the UK: +44 1539 814 682

Fax: 01539 735 567

Email: volunteer@vitalise.org.uk

Website: www.vitalise.org.uk