

Great Bramingham Lane
Streatley, Luton LU3 3NT

Tel: 01582 492339
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info@keech.org.uk
www.keech.org.uk

Dear Applicant

Re: Volunteering Opportunity

Thank you very much for your interest in becoming a volunteer for the charity.

In this application pack you will find the following:

- Volunteer application form
- List of the various volunteering opportunities available
- Equal Opportunities statement and form
- Secure Storage Policy Statement (in relation to Criminal Records Bureau disclosures). A CRB check is required for most voluntary positions (excluding those in retail)

If you would like to apply for a position please complete the application form, tick the area/s you are interested in on the enclosed list and return these to the Personnel Department at the address given below.

Upon receipt of a completed application form we will apply for references (referees should be people who have known you for some time, know you well and are not related to you). Once we have received two satisfactory references we will contact you to arrange an informal interview.

Thank you once again for your enquiry.

Yours sincerely

S J Chilvers

Sarah-Jane Chilvers

Volunteer Coordinator



VOLUNTEER APPLICATION FORM

Surname: First & Middle Name(s) Title:

Maiden Name: Nationality: Date of Birth:

Address:

..... Postcode:

Tel No: Mobile: E-mail:
(Please include code)

Occupation or previous occupation:

Are you currently working or volunteering? Yes/No*

If yes, please give details

.....

Describe your skills and experience that would be useful as a volunteer:

.....

.....

.....

.....

How did you find out about volunteering at Keech Hospice Care?

.....

Why do you want to volunteer at Keech Hospice Care?

.....

What type of roles are you interested in? (Please see enclosed areas of work form)

Please list below what days and hours you are available to help:

.....

Do you have a current full driving licence? Yes/No*

Do you have use of a car? Yes/No*

*delete as appropriate

Wp/fil/pers/ voluntr/applicnew

Updated 01/10/09 Version 3

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Have you had a bereavement in the family or death of a close friend within the past two years? Yes/No*

If yes, give details

.....

Have you had any personal experience with very sick people/children? Yes/No*

If yes, please give details

.....

Please give details of two referees who may be contacted for a confidential character reference (not relatives) **ONE BUSINESS REFERENCE IS PREFERRED, IF POSSIBLE.**

Mr/Mrs/Miss* Mr/Mrs/Miss*

Address Address.....

.....

.....

.....

Email Email

Any information you supply in this form is confidential and will only be used in respect of your voluntary placement in line with the Data Protection Act 1998 and by submitting this application form you consent to the company using this information for this purpose. Any information given will be considered only in relation to applications for positions covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are not entitled to withhold any information about criminal convictions however long ago these occurred. **Failure to disclose such convictions could result in dismissal.**

Have you any criminal convictions? Yes/No*

If yes, give brief details.

A conviction will not automatically prevent you from working as a Volunteer:

.....

.....

I have read and accept these conditions.

Date Signed.....

*Delete as applicable

Please return this form together with the completed Equal Opportunities Monitoring Form to Sarah-Jane Chilvers, Volunteer Co-ordinator, Keech Hospice Care, Great Bramingham Lane, Streatley, Nr Luton, Bedfordshire, LU3 3NT

I would like to be considered for volunteering in the areas I have ticked below:

Adult Hospice	
Reception Various shifts	
Day Hospice Driver/ Escort (Mon –Fri rota) transporting patients from home to Hospice	
Laundry/Ironing/Housekeeping	
Catering Assistant General kitchen duties and vegetable preparation	
Maintenance and Gardening General Gardening duties and help	
Conference & Car Parking Attendants Assisting with Conference facilities	
Library Library experience required	
Finance/Lottery Accounting experience required	
Complementary Therapist Aromatherapy & Massage etc.	

Harpenden	
Stevenage	
Hemel Hempstead	
Hertford (opening soon)	
Hitchin	
Waltham Cross	
Warehouse, Luton General help at the Warehouse and Driver's mate to assist in collection, preparation and distribution of donated items	

Children's Hospice	
Washing up, tidying toys, answering telephone, helping with suppers (weekends)	

Hydrotherapy Pool	
Lifeguard (training will be provided)	

Retail Volunteer in Hospice Shops (open Mon-Sat)	
Birdsfoot Lane, Luton	
Bletchley (opening soon)	
Park Street, Luton	
Sundon Park, Luton	
Stopsley, Luton	
Ashton Square, Dunstable	
Katherine Drive, Dunstable	
Bedford	
Flitwick	
Kempston	

FUNDRAISING VOLUNTEERS

There are many ways that you can help the Hospice Fundraising team and you can choose times and hours to suit you. Whether you can help regularly each week or just want to help with the occasional event, we will be pleased to hear from you.

Please tick the areas in which you would like to help or which you would like to know more about, and we'll contact you. Thank you.

Collecting cheques and giving a vote of thanks or a short talk at local events Training is provided.	
Annual House to House Collection	
Street/ store collections	
Setting up/breaking down at events	
Marshalling/Car parking	
Helping to run a stall at a fundraising event including cash handling	
Picking up and delivering collection boxes to local traders	
Helping in the office; photocopying, mailings, data input etc	
Forming a Community Support Group to run events and raise awareness	
Displaying posters for forthcoming events in your workplace/social club/place of worship etc	

EQUAL OPPORTUNITIES STATEMENT

The organisation wholeheartedly supports the principle of equal opportunities in employment, volunteer recruitment and access to services and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality ethnic or national origin, gender, sexual orientation, marital status, disability or Trade Union membership.

We believe that it is in the best interests of the organisation and all those associated with it to ensure that the human resources, talents and skills available throughout the community are considered when, in particular, employment and volunteering opportunities arise.

To this end, within the framework of the law, we are committed wherever practicable to achieving and maintaining a staff and volunteer workforce which broadly reflects the local community in which we operate. We are also committed to providing complete equality of opportunity in access to our services which will always be provided on the basis of clinical need alone.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that in particular, decisions on recruitment, selection, training, promotion and career management are based solely on objective and job-related criteria.



David White
Chief Executive

EQUAL OPPORTUNITIES MONITORING FORM

Keech Hospice Care supports the principle of equal opportunities in employment, volunteer recruitment and access to services. Completion of this form will enable us to monitor the effectiveness of our commitment to equal opportunities.

Full Name:

Date of Birth:

Please tick each appropriate box to describe yourself:

Gender

Male

Female

Age

Under 20 years

40 – 49 years

20 – 29 years

50 – 59 years

30 – 39 years

60 years and over

Disability

I have a sensory disability

I have a learning disability

I have a physical disability

I have another disability

Ethnic Group

White British

Black or Black British Other

White Irish

Asian or Asian British Indian

White Other

Asian or Asian British Pakistani

Mixed White/Asian

Asian or Asian British Bangladeshi

Mixed White/Black

Asian or Asian British Other

Mixed Other

Chinese

Black or Black British African

Any other ethnic group; please state:

Black or Black British Caribbean

Keech Hospice Care Secure Storage Policy Statement

General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Keech Hospice Care complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.