

# St Catherine's Hospice

*Care, compassion and understanding*



## VOLUNTEER APPLICATION FORM

### Personal Details

Name:		Date of Birth:	
Address:	Post Code		
Tel No:Home		Mobile No:	
Email:			

### Application Information

Please indicate, with a tick, those areas which are of interest to you. No experience is necessary as we will train you, although previous experience would be useful.

Kitchen Duties 9am – 12pm		Fundraising		Maintenance	
Trolley Duties 2.45pm – 4.30pm		Library		Gardening	
Evening Suppers 5.45pm – 7.30pm		Administration - clerical		Driving	
Hospice Coffee Shop		Reception		Bereavement Support Team	
Hospitality		Day Hospice		Miscellaneous	

Time Available	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							
Would you be available at short notice if required?	Yes			No			

Current employment (if applicable)	
Why do you want to become a volunteer?	<i>Please continue on a separate sheet if required</i>
Special Interests / Leisure Activities. Tell us something about yourself.	<i>Please continue on a separate sheet if required</i>
<b>A condition of joining St Catherine's as a volunteer is that you will undertake an orientation day to learn about The Hospice and its purpose in the community.</b>	

Have you suffered any bereavement within the last 2 years?	Yes	No
If yes please specify		

# IN CONFIDENCE

## References

<p><b>Referees:</b> Please provide the names and addresses of two referees whom we have permission to contact. <u>These should not be relatives and preferably have known you for at least 2 years</u>, able to testify to your reliability, trustworthiness and suitability for your volunteer role.</p>	
Name:	Name:
Address:	Address:
Tel No:	Tel No:
In what capacity do you know the referee?	In what capacity do you know the referee?

## Confidential Information

<p>Due to the nature of St Catherine's work it is our policy to obtain CRB Disclosures for all our Volunteers working at the Hospice as well as two independent references.</p>
<p><b>Rehabilitation of Offenders Act 1974:</b> <i>Volunteers at the Hospice are exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act (Exceptions) Order 1975.</i></p>
<p>Having a criminal record will not necessarily bar you from volunteering with us, depending on the circumstances and discussion with you. We ask you, therefore, to declare here any previous convictions (spent or unspent). Any information given will be completely confidential and will not necessarily disqualify Volunteers from volunteer work at St. Catherine's Hospice but will be taken into account when assessing your suitability.</p>
<p><i>Please continue on a separate sheet if required</i></p>

## VOLUNTARY DECLARATION

**Rehabilitation of Offenders Act 1974:** Do you have any previous convictions? **YES / NO**

Signed .....

## Volunteer Health Declaration

<p>Do you have a health condition or are you taking medication which may affect your ability to carry out duties at St. Catherine's Hospice?</p>	Yes	No
<p>Note As a condition of acceptance, we will ask your G.P. to sign a statement that you are fit to do the chosen duties. It is a requirement of our insurers that written confirmation as to state of health is required.</p>		
<p>Name and address of G.P.</p>		
<p>If there are any changes to your health that may affect your ability to volunteer, you are obliged to inform the Hospice immediately. Failing to provide this information may invalidate any insurance cover for you provided by St. Catherine's Hospice.</p>		

## General Declaration:

<p>I confirm that all the details that I have supplied on this form are true to the best of my knowledge and I recognise that failure to supply the details required or to declare any relevant information may result in my volunteer role with the Hospice being discontinued. I understand that the information on this form will be held securely on the St. Catherine's Hospice computer database and as a paper file.</p>
<p>Signed</p>
<p>Print Name</p>
<p>Date</p>

Return to: St Catherine's Hospice, Malthouse Road, Crawley, West Sussex RH10 6BH Tel: 01293 447333  
Web: stch.org.uk

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