



East Lancashire  
**Hospice**

... a special way of caring

## VOLUNTEER APPLICATION FORM

Please complete and return to:

**General Administration Dept, East Lancashire Hospice, Park Lee Road, Blackburn BB2 3NY or the reception desk at the hospice**

All the current volunteering opportunities can be seen on our website at [www.eastlancshospice.org.uk](http://www.eastlancshospice.org.uk)  
The information you give on this application form will allow us to assess your suitability for a voluntary role at East Lancashire Hospice and will enable us to match your skills, experience and availability to our current opportunities.

**VOLUNTEER ROLE(S) APPLIED FOR in order of preference 1-3:**

If applying for a shop volunteer role please state which shop you would like to volunteer in

- 1.
- 2.
- 3.

### PERSONAL DETAILS

Mr/Mrs/Miss/Ms/Dr	FORENAME (S)	DATE OF BIRTH
SURNAME		
ADDRESS:	Home Telephone:	
	Mobile Telephone:	
	Email Address:	
POSTCODE:		

### QUALIFICATIONS

Please provide details of current qualifications or training that are relevant to the role you are applying for.

Qualification/Training	Details of where undertaken	Date completed

### HOW DID YOU HEAR ABOUT BEING A VOLUNTEER?

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### WHY HAVE YOU CHOSEN TO VOLUNTEER AT EAST LANCASHIRE HOSPICE

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**HOW DO YOU HOPE TO BENEFIT FROM VOLUNTEERING?**

Experience  Enhance C.V.  Improve employment prospects  Gain new skills/knowledge   
Gain Confidence  Effective use of time  A Jobseekers requirement  Duke of Edinburgh   
To use my skills/experience  Other  please specify

**SKILLS AND INTERESTS**

**Please briefly describe what skills, knowledge and experience you can bring to the role that you are applying for and how you meet the requirements of the role description – please add additional sheet if required**

**AVAILABILITY**

*Please specify the approximate number of hours you are able to give on each day to help us identify a suitable vacancy*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>							
<b>Afternoon</b>							
<b>Evening</b>							
<b>When are you available?</b>	<b>Every Week</b>		<b>Every other Week</b>		<b>Other (please specify)</b>		
<b>Are you available at short notice?</b>	<b>Yes</b>		<b>No</b>		<b>How much notice do you need?</b>		

**IF APPLYING FOR A DRIVING ROLE**

Do you hold a clean driving licence? YES  NO  if no how many points  
 Do you have full comprehensive/business insurance? YES  NO   
 Do you have a car, which you are happy to use? YES  NO

**DISCLOSURE OF CRIMINAL OFFENCES:**

**A DBS Check will be carried out for all volunteering roles which involves regular direct contact with people receiving health care and for all declared convictions, cautions, reprimands, warnings and pending prosecutions that have not been filtered in line with current guidance (Rehabilitation of Offenders Act 1974)**

**PRIVACY NOTICE**

East Lancashire Hospice is committed to protecting your information and privacy. We only collect your personal data when you give it us directly or from other health and social care providers involved in supporting you or your family.

The information below provides an overview of how we comply with legislation and protect your information.

**PLEASE NOTE WE NEVER SELL YOUR INFORMATION ON TO THIRD PARTIES**

**YOUR RIGHTS**

- You have the **right to be informed** about how we collect and use your personal information

**This privacy notice sets out how we collect, use, protect, share, retain, archive and destroy personal information.**

- You have the right to access information we hold about you
- You have the right to request that any incorrect or incomplete information we hold about you is corrected and completed
- You have the right to request that personal information we hold about you is erased
- You have the right to request we restrict processing of your personal information
- You have the right to request the personal information we hold on you be provided in a format that allows you to transport this information to others
- You have the right to access any profiles we carry out using your personal information
- **You have the right to object to how we collect and use your personal information** except where we are legally obliged to for example
  - If a serious crime has been committed
  - If there is a risk to you or the general public
  - To protect vulnerable children and adults
  - Under a court order

**If you have any questions, concerns, want to exercise these rights or object to us processing your information please contact General Administration by:**

- Telephone - 01254 287016
- Email - [general.administration@eastlancshospice.org.uk](mailto:general.administration@eastlancshospice.org.uk)
- Post - General Administration, East Lancashire Hospice, Park Lee Road, Blackburn BB2 3NY

We process information on applicants to job vacancies and volunteer roles in order to ensure the effective management of their recruitment

#### **What information do we collect and use?**

We collect personal information listed below in order to manage recruitment

- Contact Details - Name, Postal Address, Email, Telephone numbers,
- Application details
- Interview records
- Pre-employment checks - references, occupational health questionnaires, DBS where applicable and identification documents
- Professional registration where applicable
- Immunity status where applicable
- Qualifications where applicable

The **lawful basis** for us collecting this information is:

- As part of preparation to a potential **contract of employment**
- In compliance with **employment legislation**

#### **How we use your information:**

- We use your information to effectively manage your recruitment

#### **Sharing your Information**

- We share your information with your consent to our Occupation Health provider in order to effectively screen that you are fit for the post applied for.

#### **How we keep your information safe**

- **Training:** All staff and volunteers are trained so they understand the law and their responsibility in regard to maintaining confidentiality, obtaining and using information appropriately, storing information securely and destroying information safely when it is no longer required
- **Access controls:** Paper records are locked away securely and all electronic systems are password protected so that only those who are involved in processing applications have access to the information they need
- **Monitoring:** We make regular checks to ensure that we meet the required standards and that your information is obtained, used, stored and destroyed in accordance with the law
- **Archiving and destruction:** To comply with the law we keep your records for 6 months after you have applied unless you are successful in which case it is retained for 6 years after you leave the organisation. After this time, information is destroyed in line with best practice guidance, shredding paper documents and securely deleting electronic records.

Please sign to indicate your consent to us processing and storing your information as detailed above.

**Signed:**

**Date:**

**REFERENCES**

*Prior to the commencement of any voluntary role your references will be requested and you will be asked to attend an informal meeting.*

**Please provide the name and address of 2 referees (not related) who have known you for at least a year. References will be taken up prior to you being able to commence as a volunteer**

<b>Name</b> <b>Surname:</b>	<b>Name:</b> <b>Surname:</b>
<b>Address:</b> <b>Postcode:</b> <b>Email:</b> <b>Telephone Number:</b> <b>Relationship to you:</b>	<b>Address:</b> <b>Postcode:</b> <b>Email:</b> <b>Telephone number:</b> <b>Relationship to you:</b>

**I declare that the information given is true and complete to the best of my knowledge.**

**Signed:**

**Date:**