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Tel: 01264 362600 Fax: 01264 353010 (Andover)

Email: [volunteers@tvcs.org.uk](mailto:volunteers@tvcs.org.uk)

## Hampshire Volunteer Centres VOLUNTEER REGISTRATION FORM

<b>First Name</b>		<b>Title</b>	
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<b>Second Name</b>		<b>ID No</b> <i>We will provide this</i>	
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<b>Address</b>	
	<b>Postcode:</b>

<b>Day-time telephone no</b>	
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<b>Evening telephone no</b>	
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<b>Mobile no</b>	
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<b>Email</b>	
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<b>Where did you hear about us?</b>

<b>What made you think about volunteering? What do you hope to get out of the experience?</b>

<b>Areas of Interest</b> <i>(Please tick all that apply to you)</i>	<b>Type of Activity</b> <i>(Please tick all that apply to you)</i>	
Animals	Administration	
Art & Culture	Advice, Information & Support	
Children	Architecture & Building Work	
Disability	Art	
Disaster Relief	Befriending & Buddying	
Domestic Violence	Business, Management & Research	
Drugs & Addictions	Campaigning & Lobbying	
Education & Literacy	Caring	
Elderly	Catering	
Emergency Services	Community Work	
Employment	Computers, Technology & Website	
Environment	Counselling	
Families	Driving	
Gay, Lesbian, Bi & Transsexual	Employee & Group Volunteering	
Health, hospital & hospices	Entertainment	
Heritage	Finance Work	
Homelessness & Housing	First Aid	
Human & Civil Rights	Fundraising	
International Aid	Gardening	
Legal Aid & Justice	General and Helping	
Mental Health	Hostel Work	
Mentoring	Languages	
Museums	Legal Work	
Music	Local Events	
Politics	Marketing, PR & Media	
Prisoners & Ex-Offenders	Mentoring	
Race, Ethnicity & Refugees	Music	
Religion	National & International Events	
Sport & Outdoor Activities	Officials	
Women's Group	Practical Work & DIY	
Youth	Retail & Charity Shops	
	Sports Development	
	Teaching, Training & Coaching	
	Trusteeship & Committee Work	
	Under 16 Volunteering	
	Youth Work	

**Relevant experience** *(Paid or voluntary work)*

**Are there any factors that may affect your ability to volunteer?**

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**When would you be available to volunteer?**

*(Please tick the boxes when you could be available, you are not committing yourself to these times)*

All	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
Eves							

**VOLUNTEERING WHILE CLAIMING BENEFITS – THE BASIC RULES**

- You can volunteer for as many hours as you want, as long as you still meet the conditions to get your benefit or tax credit. The old rule that you could only volunteer for 16 hours a week no longer applies.
- You can generally be refunded for your expenses by the organisation you are volunteering for without it affecting your benefit or credit. For tax credit purposes, any expenses you get for doing voluntary work will usually be disregarded when it comes to working out your income.

If you are getting an income-related benefit, like Income Support, Jobseeker’s Allowance, Council Tax Benefit or Housing Benefit, then you must declare any payment, payments in kind, or expenses you receive for doing voluntary work. You will also need to keep all your receipts, to back up your claim.

*From A Guide to Volunteering While on Benefits, Department of Work and Pensions*

**CRIMINAL RECORD BUREAU CHECKS**

Some volunteer opportunities, particularly if you are working with children or vulnerable adults, are subject to Criminal Record Bureau (CRB) checks. “A CRB check is a check with police records on the person carried out by the Criminal Records Bureau. They are referred to as ‘Disclosures’ and there are different levels, depending on the level of check required, which is determined by the kind of work or activity being carried out.”

*From Pass it On, a good practice resource for Volunteer Centres, Volunteering England*

**INFORMATION FOR VOLUNTEERS**

Please ask Volunteer Centre staff for any further information you need about the issues surrounding volunteering: expenses, insurance, CRB checks, references, volunteering while on benefits, equal opportunities, health and safety, training, confidentiality, volunteers and the law, volunteers’ rights and responsibilities, roles of trustees ... whatever you want to know, we are here to help.

## EQUAL OPPORTUNITIES MONITORING

The Volunteer Centre is committed to equal opportunities. We welcome applications from people regardless of age, sex, marital status, class, sexual orientation, race, colour, nationality, ethnic origin, religion, employment status, health status, political belief, unrelated criminal conviction, disability or caring responsibility. The following information will be used for statistical purposes, to enable us to monitor and evaluate the service we provide.

<b>Date of birth</b>						
<b>Gender</b>						
<b>Age range</b> (please circle as appropriate)	Under 15 40-44	15-18 45-49	19-25 50-54	26-29 55-59	30-34 60-64	35-39 Over 65
<b>Employment status</b> (please circle as appropriate)	Employed Not employed Student	Employed part-time Retired Unable to work	Houseperson Self-employed Unemployed			
<b>Ethnicity</b> (please circle as appropriate)	Asian White and Black African White British	Black African White and Black African White British	Black Caribbean White and Black Caribbean White Irish	Indian White and Black Caribbean White Irish	Pakistani Other	
<b>Nationality</b>						
<b>Disability status</b>	Self Classified		Not Disabled			
<b>Driving</b>	Has a full driving licence		Own transport available			

## DATA PROTECTION

I give permission to the Test Valley Volunteer Centre to pass the information contained in this form to those organisations in which I have expressed interest, as discussed and agreed with Volunteer Centre staff\*. I also agree to my details being kept on the Volunteer Centre's secure database for administrative purposes only.

Signed \_\_\_\_\_

Date \_\_\_\_\_

\* Please tell us if there is any information you have given to Volunteer Centre Staff in confidence that you **do not** wish to be passed on to an organisation looking for volunteers.