

# Volunteer Application Form



## Your Details

Title	First name	Surname
Address		
		Postcode
Email		Tel no
DOB / /		Mob

## Emergency Contact Details

Title	First name	Surname
Relation to you		
Email		Tel no

## Keeping in touch

St Luke's would like to contact you about our work, future fundraising events and how your volunteering role helps. Please let us know if you would like to hear from us. (tick (✓) any/all that apply)

I am happy for St Luke's to stay in touch via:

Email  SMS

We may also contact you by post and telephone with information regarding your role, as well as our work and how you can further support us. To opt out, please contact us on 0114 235 7551 or email [info@hospicesheffield.co.uk](mailto:info@hospicesheffield.co.uk). We will never sell or swap your details with other organisations for them to use for their own purposes, and you can opt out of communications by contacting us at any time. If you want to know more about how we look after your data, please see the privacy notice which is available on our website.

**Availability** A typical shift is 3-4 hours. Please tick (✓) your preferred shift(s).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## About you

What is your current occupation? (Please give details of current paid employment, or state: unemployed; retired; student)

Do you have any skills, hobbies or interests that might be useful? (including volunteer experience)

Do you have a close personal contact who is a staff member or volunteer at St Luke's? (please state name)

Do you have any health issues, disabilities or additional support needs we should be aware of?

How did you hear about us and our volunteering opportunities?

## Areas of interest

Please tick (✓) which volunteer role(s) you would like to apply for (maximum of three).

### Our shops and Donation Centre

Volunteering to support our shops is a great way to gain work experience, make friends and contribute to the community.

- Donation Centre volunteer
- eBay volunteer  
(based at Donation Centre)
- Shop volunteer

(preferred shop)

- Warehouse assistant  
(based at Crookes)

### Events and community

Our events and community team can always use a helping hand for their busy schedule of events, bucket collections, races and charity challenges.

- Fundraising collections leader volunteer
- School ambassador volunteer
- Supporter care team volunteer
- Community speaker volunteer
- Events photography volunteer
- Events volunteer

### Maintenance

Our maintenance volunteers help to create a beautiful environment for our patients and visitors.

- Garden volunteer
- Maintenance volunteer

### Role descriptions

We recommend reading the task profile of any roles that you're interested in before applying. You can find these at [www.stlukeshospice.org.uk/volunteer-opportunities](http://www.stlukeshospice.org.uk/volunteer-opportunities). You can also call us on 0114 235 7548 or email [volunteer@hospicesheffield.co.uk](mailto:volunteer@hospicesheffield.co.uk) if you'd like to discuss any of these roles.

### Supporting patients and families

We have a number of volunteer roles in our patient service area which involve supporting our patients, their families and friends, at Clifford House, in their own homes and in the community.

- Creative activities
- Patient support
- Bereavement support
- Community support
- Spiritual support
- Flower volunteer
- Driving patients  
(using own vehicle)

### Specialist roles

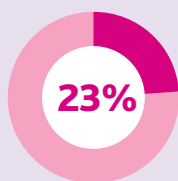
These roles are suitable for qualified professionals who would like to offer their time to St Luke's.

- Beauty therapist
- Complementary therapist
- Bereavement counsellor
- Hairdresser

### Clifford House

Clifford House offers fun, relaxation and practical support to anybody in Sheffield affected by an incurable illness.

- Welcome volunteer
- Activity volunteer
- Reception volunteer



Only 23% of our funding is provided by the NHS

WE NEED TO RAISE  
£7.2 MILLION



this year to keep our doors open and carry on our work



PATIENTS

and their families are cared for by St Luke's every year



## References and Declarations

**References** You should have known your referee for at least 2 years. *Please don't use a relative.*

<b>Referee one</b> (where possible this should be your last employer)		Relation to you	
Title	First name	Surname	
Address			
			Postcode
Email			Tel no
<b>Referee two</b> (Not required if applying for roles in shops or fundraising)		Relation to you	
Title	First name	Surname	
Address			
			Postcode
Email			Tel no

## Declarations

**Data Protection** (Your details will be kept in accordance with the General Data Protection Regulation (GDPR). They will be held securely and confidentially.)

I have read and understood the information above and agree to the use of my personal data in accordance with the General Data Protection Regulation (GDPR).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Disclosure & Barring Service (DBS) checks

St Luke's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. This will include details of cautions, reprimands, final warnings and convictions. Dependant on the volunteering role you will be subject to a DBS check. St Luke's abides by the strict DBS Code of Practice with regard to disclosures whereby any conviction would not necessarily bar you from volunteering.

Have you ever been convicted of a criminal offence? Please tick (✓) as appropriate Yes  No

(if yes, please give details)

## General Declaration

I confirm that all details supplied on this form are true and complete to the best of my knowledge and I recognise that failure to declare any relevant information or to supply the details required may result in my volunteer role with St Luke's being discontinued.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

St Luke's is committed to ensuring equal opportunity in its volunteer recruitment practices. As part of our monitoring process we ask for your co-operation in completing the questions on this form. We wish to give you the following assurances:

- The information provided will not be used as part of our selection process. Your responses will be separated from the application and will not be shared with the recruiting manager.
- The information provided will be regarded as confidential and will only be used for monitoring and planning purposes.
- **Should you choose not to complete this form it will not affect your application.**

Name

Role applied for:

## Age

- Under 20   
  20-29   
  30-39   
  40-49   
  50-59   
  60-69   
  70+

## Sexual orientation

- Bi-sexual   
  Gay   
  Heterosexual   
  Lesbian   
  Prefer not to say

## Gender

- Female   
  Male   
  Transgender   
  Other

## Disability

Do you consider yourself to have a disability? Please tick (✓) the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please do not mark.

- Physical impairment   
  Sensory impairment   
  Mental health problem  
 Learning difficulty   
  Long-standing illness   
  Other

## Ethnicity

St Luke's collect details about an applicant's ethnicity. This information is collected and used for monitoring purposes only. I would describe my ethnic origin as (please tick)

- White - British   
  White - Irish
- Asian/Asian British - Bangladeshi   
 Asian/Asian British - Chinese   
 Asian/Asian British - Indian
- Asian/Asian British - Pakistani
- Black/Black British - African   
 Black/Black British - Caribbean
- Mixed - White & Asian   
 Mixed - White & Black African   
 Mixed - White & Black Caribbean
- Prefer not to say