



# The Care Hub

MILLBROOK

## CHARITY SHOP VOLUNTEER Application Form

Please complete this form in CAPITALS

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

### 1. Personal details

First Name:

Last Name:

Date of Birth   D   M   Y   Y

#### Contact details

Home telephone number:

Work telephone number:

Mobile telephone number:

Email address:

Address:

Postcode

Do you have any health issues that we need to be aware of?  
(provide details if yes)

Yes

No

## 2. Emergency contact details

Name:

Contact telephone:

Contact address:

Name:

Contact telephone:

Contact address:

## 3. Preferred hours and availability

What are you preferred working hours? (please tick)

- Morning (9:30 – 12:30)  
 Afternoon (12:30 – 16:00)  
 Other

If other, please state:

What days are you available to work? (please tick)

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday    | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Tuesday   | <input type="checkbox"/> Friday   |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday |

When can you start work?

## 4. Volunteering

Do you have any experience as a volunteer?

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Do you have any relevant skills you feel will support your application?

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Why do you want to be a volunteer at The Care Hub Charity Shop?

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## 5. Signature

I confirm that the information I have provided in this form is correct (if returned by email this can be signed at interview)

**Signature** .....

**Date** .....

**Name (print)** .....

### Confidentiality

1. We will not disclose your information to third parties, who are not registered organisations within the volunteering network.
2. We make a distinction between **personal information**. (information that can be used to identify you, e.g. Date of Birth, address etc), and **sensitive personal information** (information on: Racial or Ethnic origin, Political opinion, Sexual orientation, Religious or other belief etc). It is always necessary to share personal information, but if you wish to keep certain aspects of your sensitive personal information from us, this may be possible. Please let us know if you wish to do this about any aspect of your sensitive personal information.
3. We will keep your records for five years after you sent us your application form, or five years after the end of your placement, whichever is greater. After this time, electronic information on you will be deleted, and paper information will be shredded.