# Please let us know if you require help filling out this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Information | | | | | |
| Full Name |  | | | |
| Street Address |  | | | |
| City |  | Postcode |  | |
| E-Mail Address |  | | | |
| Home Phone |  | Work Phone | |  |
| Date of Birth |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role(s) applied for; please tick as many as you are interested in. | | | | | |
| **OFFICE SUPPORT** | | **SESSION SUPPORT** | | | |
| Administration Assistant |  | Gardening Assistant |  | Language Support |  |
| Event organisation |  | Repairs/ Handy-work |  | Creative Activities |  |
| Fundraising Assistant |  | Bee-Keeping |  | Health & Safety Training |  |
| Marketing Assistant |  | Mentoring Support |  | Not Sure |  |
| Finance/Accounting |  | Children Activities |  | Other (please state): | |
| Research/ Data Analysis |  | Cooking Assistant |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Availability | | |  |
|  | AM | PM | **Please Note:**  \*Volunteer roles available at the moment for:  - Windmill Hills Centre, Gateshead, NE8 1QB.  \*Session Support Roles currently needed for:  - Tuesday, , 10am – 3:30pm  - Wednesday, 10am – 3:30pm  \*Office Support Roles available every day of the working week (Monday to Friday, 9am to 5pm). |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Why do you want to volunteer with us? | | | | |
|  | | | | |
| What skills or experience do you hope to share while you volunteer at The Comfrey Project? | | | | |
|  | | | | |
| What skills or experience do you hope to gain from your volunteering at The Comfrey Project? | | | | |
|  | | | | |
| Do you need any support to enable you to volunteer? | YES |  | NO |  |
| If you chose YES please give more information on the type of support you would require: | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Person to Notify in Case of Emergency | | | | |
| Name |  | | | | |
| Street Address |  | | | | |
| City |  | Postcode |  | | |
| E-Mail Address |  | | | | |
| Home Phone |  | Work Phone | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference Requests**  Please provide details for two referees. At least one of them would need to be somebody that knows you in a professional capacity. Please let us know if you are unsure about this.  Please make sure that you have sought consent from your referees for their details to be shared in regards to this application. | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Street Address |  | Street Address |  |
| City |  | City |  |
| Postcode |  | Postcode |  |
| Work Phone |  | Work Phone |  |
| E-Mail Address |  | E-Mail Address |  |
| Relationship to you |  | Relationship to you |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your Privacy | | | |  |
| We respect your privacy and will not share your information without your permission. Any information collected is used only for its intended purpose and we promise to keep your data safe and private and not to distribute or sell your data to any third party.  You can request at any time to check the data we hold for you and remove them from our systems.  **Your Consent:**I am at least 18 years old and I agree to The Comfrey Project recording and processing my personal information to:    Provide the service(s) I registered for.   Contact me to enquire about the outcome of my enquiry, referral or application.   Contact me for feedback on our services.   Produce anonymised statistical reports.  You have the right to cancel this agreement at any time by contacting us.  You can read the full terms and conditions and privacy policy by visiting our website or requesting an email or paper copy.   |  |  | | --- | --- | | **Please tick if you agree to the above** |  | | | | |  |
| Our Promise to You | | | |  |
| Our aim is to help you with your volunteering journey; we can help with guiding you to the right opportunities, offer you additional support and training to enhance your skills or wellbeing and we can keep you up-to-date with the latest volunteering opportunities, news and events. | | | |  |
| |  | | --- | | Our Equality and Diversity Policy | | The Comfrey Project recognises that everyone has a contribution to make in our community and a right to equal treatment. We aim to ensure that no potential or current service user, job applicant, staff member, trustee, or volunteer will be discriminated against by the organisation on the grounds of race, colour, employment status, age, disability, religion, sex, marital status or sexuality. The Comfrey Project commits itself to taking positive action against discrimination. | | | | |  |
|  | | | |  |
| Join our Mailing List | | | |  |
| If you would like to occasionally receive information on The Comfrey Project’s services, events, activities, training and development opportunities offered by us and third-party providers that we think may be beneficial to you, please tick the box below, (we will not pass on your details to any third-party).   |  |  | | --- | --- | | **Please add me to the mailing list** |  | | | | |  |
|  | | | |  |
| Agreement and Signature | | | |  |
| By submitting this application, I confirm that the facts are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in being asked to leave the project. | | | |  |
|  | | | |  |
| Name (printed) |  | Signature |
| Date |  | |

## Please return this application to info@thecomfreyproject.org.uk or post to:

The Comfrey Project, Windmill Hills Centre, Chester Place, Gateshead, NE8 1QB

Thank you for completing this application form and for your interest in volunteering with us.