

# VOLUNTEER APPLICATION STAGE 1

No one can do everything, but everyone can do something...



Thank you for taking the time to consider supporting Reuben's Retreat through our volunteering opportunities. Our volunteers have been integral to our progression and development since we launched in August 2012 and without them we wouldn't be where we are today. Please complete the form to the best of your ability and if you need any assistance please do not hesitate to contact our Head Office on 01457 680 023. If you are under the age of 16 please contact Reuben's Retreat in advance of completing this form.

Title:			
Full name:			
Address & postcode:			
Daytime contact no.:			
Evening contact no.:			
Email address:			
Date of birth (dd/mm/yyyy):		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Employment or Student status:			
Occupation or area of study:			
Do you hold a driving license:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have your own car?:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please indicate which are areas of interest to you (tick all that are applicable):			
<input type="checkbox"/> Office / administration support	<input type="checkbox"/> Speaking on our behalf at schools/community groups		
<input type="checkbox"/> Fundraising support	<input type="checkbox"/> Maintenance / handy person		
<input type="checkbox"/> Marketing support	<input type="checkbox"/> Driving support – collecting and transporting items		
<input type="checkbox"/> Finance support	<input type="checkbox"/> Beauty therapy		
<input type="checkbox"/> Data entry	<input type="checkbox"/> Housekeeping		
<input type="checkbox"/> Charity box champion	<input type="checkbox"/> Leaflet drops		
<input type="checkbox"/> Community event support	<input type="checkbox"/> Packing and collating merchandise		
<input type="checkbox"/> IT Support	<input type="checkbox"/> Banner support – managing our outdoor banners		
<input type="checkbox"/> Bag-packing	<input type="checkbox"/> Gardening (Glossop only)		
<input type="checkbox"/> I would like to volunteer but I'm not sure where my skills can best be used			
In which locations are you able to volunteer? (tick all that apply):			
<input type="checkbox"/> Reuben's Retreat, Glossop	<input type="checkbox"/> Across Greater Manchester		
<input type="checkbox"/> Reuben's Retreat, Ashton-under-Lyne	<input type="checkbox"/> Across Derbyshire		
<input type="checkbox"/> Tameside area	<input type="checkbox"/> Anywhere		
<input type="checkbox"/> Glossop area	<input type="checkbox"/> Satellite or online support only		
Please indicate your general availability for volunteer activities (tick all that apply):			
<input type="checkbox"/> Weekly (please indicate when →)	MONDAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
<input type="checkbox"/> Monthly	TUESDAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
<input type="checkbox"/> Quarterly	WEDNESDAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
<input type="checkbox"/> Anytime	THURSDAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
<input type="checkbox"/> Ad-hoc basis only	FRIDAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Comments:	SATURDAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
	SUNDAY	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
Why are you interested in volunteering with Reuben's Retreat?:			

What do you hope to gain through supporting Reuben's Retreat?:	
Please tell us about your previous volunteer experience if any:	
Do you have any specialist skills, knowledge or qualifications? E.g. first aid, languages (foreign, sign) etc:	
How did you hear about Reuben's Retreat and our volunteering opportunities?:	
Do you have any support needs that you will require assistance with to be able to volunteer?:	
*Do you have a criminal record?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Are there any matters pending that may result in a criminal conviction?:	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Please note a criminal record will not automatically preclude you from our volunteer opportunities and your disclosures will be kept confidential and only viewed by relevant members of Reuben's Retreat management team or Trustees.

How would you prefer us to contact you?	
<input type="checkbox"/> Email <input type="checkbox"/> Facebook <input type="checkbox"/> Telephone <input type="checkbox"/> Text message <input type="checkbox"/> Post	
Please use this section for any further comments you would like to make regarding volunteering with Reuben's Retreat:	

**Declaration**

I declare that the information I have given in this application form are correct and to the best of my knowledge. Should I accept a voluntary role I understand the information that I give throughout the screening process will be retained in the Reuben's Retreat data system. Under the terms of the Data Protection Act and the Data Protection Directive this information will be treated in a secure and confidential manner. However, I understand that Reuben's Retreat may be required to give some of this information – where relevant and appropriate - to the bodies responsible for regulating and/or funding Reuben's Retreat. You can ask us to remove your information from our records at any time though there may be limitations on our ability to do this such as where we must retain data for legal purposes.

Signature:..... Date: .....

Please return your completed application form to:

Reuben's Retreat, Park Crescent, Glossop SK13 7BQ or alternatively email to [volunteers@reubensretreat.org](mailto:volunteers@reubensretreat.org)

Thank you for applying to become a Reuben's Retreat volunteer. Once we have received your application we will be in touch within two weeks to discuss your application further and arrange next steps. Please note prior to commencing your voluntary duties you will be required to provide the details of 2 independent referees from whom we shall seek references.

<b>FOR OFFICIAL USE ONLY</b>		Internal reference:		Logged by:	
Date received:		Date of follow-up:		Date of interview:	