

## Volunteer Application Form

Thank you for deciding to apply to become a volunteer for Southwell Town Council. Please take a few minutes to fill in this form. You can choose not to answer any question.

If you are unsure about any part of the document, please ask for advice or assistance.

### **Why do we ask for this information?**

- When you have applied to be a volunteer for Southwell Town Council, we ask for your name, address and contact details.
- We ask for these contact details for example, to be able to contact you about different activities where we need volunteer assistance.
- We ask for your age as our insurance policy only covers volunteers over 18 years of age.
- We ask for your employment status, this is an optional question, and you may choose not to answer it.
- When this information on status is requested, it is used anonymously in aggregate.
- We ask for your next of kin details in case you were taken ill unexpectedly while volunteering and we needed to contact someone to tell them you have been taken ill.
- You can cease being a volunteer with Southwell Town Council at any time.
- Southwell Town Council has a privacy policy on its website.



**Please tick which role or roles would you like to volunteer for?**

Emergency plan volunteer – to be called on as and when flood, snow occurs etc	
Event marshal volunteer – helping at council events and activities.	
Litter picking volunteer – partaking in litter picking in various areas of Southwell	
Other (please specify)	

**When are you available to volunteer:**

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
AM							
PM							

**Do you have any restrictions on what you may be able to do physically as a volunteer?**

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**Which age group are you in?**

18-25	Please tick	35-39	Please tick	50-54	Please tick	Over 65	Please tick
26-29	Please tick	40-44	Please tick	55-59	Please tick	Prefer not to say	Please tick
30-34	Please tick	45-49	Please tick	60-64	Please tick		

**This question on employment status is optional and does not have to be answered.  
If you do not wish to do so, please go on to the next section.**

What is your current employment status?	
Employed	
Houseperson	
Retired	
Student	
Unable to work	
Unemployed	
Prefer not to say	
Other	

Medical Conditions				
Please give details of any medical conditions that we need to be aware of, <b>this information will only used if requested by the ambulance or paramedic services.</b>				
Next of kin details			(For contact in an emergency only)	
Mr	Please tick	Ms	Please tick	
First name:				
Last name:				
Address:				
Postcode:				
Telephone no (including area code): Mobile no:				
Relationship to you:				

<b>Reference</b>					References will only be requested after an informal chat with you about any volunteer position and with your approval.		
Mr	Please Tick	Mrs	Please tick	Miss	Please tick	Other	Please Specify
First names:							
Last names:							
Address:							
Postcode:							
Mobile							
Relationship to you:							
<b>Consent to data being stored by Southwell Town Council.</b>							
<p>By ticking this box and signing in the box below you agree to your details being held by Southwell Town Council in accordance with the General Data Protection Regulations 2018 and your details being used to contact you with information relevant to your volunteer role with us.</p>							
<p>Name: ..... Signature: .....</p> <p>Date: .....</p>							
<b>Contact Preferences</b>							
Email	Please tick	SMS	Please tick	Mobile	Please tick	Post	Please tick

**Please return this form to:-** Southwell Town Council, The Old Court House, Burgage, Southwell, Nottinghamshire NG25 OEP

**Contact information for Southwell Town Council: 01636 816 103**

Natalie Galley, Town Clerk: or email [clerk@southwell-tc.gov.uk](mailto:clerk@southwell-tc.gov.uk)