**VOLUNTEER APPLICATION FORM – HELPLINE**

|  |  |
| --- | --- |
| Surname |  |
| Other names |  |
| Address  Postcode |  |
| E-mail address |  |
| Telephone numbers:  Home  Work  Mobile |  |
| Date of Birth (D.O.B) |  |
| Do you have any specific needs e.g. accessibility |  |
| Why are you interested in volunteering  **(please highlight as appropriate)** | **Please tick all that apply:**  I want to help others  I have spare time and want to use it productively  I am interested in voluntary work  I have personal experience of abuse  I have known people who have been abused  I have skills I can bring to the organisation  Any other reasons ............................................................ |
| What skills,  Qualities and/or experience could you bring? (You may use a separate sheet if necessary) |  |
| How did you hear about volunteering with the Hourglass  **(please highlight as appropriate)** | Volunteer Centre  Advert  Job Centre  Posters/leaflets  Internet (Hourglass Website)  Other (Please specify) |
| Do you have any criminal convictions /cautions (with the exception of fixed penalty traffic offences?)  **(please highlight as appropriate)** | Yes (please provide details)  No |
| When are you able to volunteer? | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | | **Morning** |  |  |  |  |  | | **Afternoon** |  |  |  |  |  | | **Evening** |  |  |  |  |  | |
| Please provide the names and contact details of two people who have **known you for at least two years (not relatives)** and are willing to act as referees. If possible, one should be from an organisation or group for whom you have worked as either an employee or volunteer. | 1st Referee  Name:  Address/Email Address:  Tel Number:  How long has this person known you and in what capacity?  2nd Referee  Name:  Address/Email Address:  Tel Number:  How long has this person known you and in what capacity? |

Signature:

(to be typed in if sending electronically)

Print Name:

Date:

**Please forward your completed application to:**

volunteers@wearehourglass.org

**If returning via post, please mark it Private and Confidential and return to:**

Zainab El Mailoudi

Helpline Manager

P.O. Box 60001

London

SW16 9BY

**Monitoring Form**

**Equality Monitoring Form**

**Date: …………………………………**

Please answer the questions below by ticking/circling or highlighting the boxes that you feel

most describes you. Some questions may feel personal, but the information we collect will be kept confidential and secure.

|  |  |
| --- | --- |
| Date of birth | |
| / / | Prefer not to disclose |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sex | | | | |  |
| Male | Female | Transgender | Other | Prefer not to say | Prefer to self-describe |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sexual Orientation | | | | | |  |
| Heterosexual | Gay man | Gay woman/lesbian | Bisexual | Other | Prefer not to say | Prefer to self-describe |

|  |  |
| --- | --- |
| **Language** | |
| **Please state your first language:** |  |
| **Are you able to speak any other languages? If yes, what language(s)?** |  |

|  |
| --- |
| **Ethnic Origin** |

| White British |  |  | Asian: Indian |  |
| --- | --- | --- | --- | --- |
| White Irish |  |  | Asian: Pakistani |  |
| White Scottish |  |  | Asian: Bangladeshi |  |
| White Welsh |  |  | Other Asian background |  |
| White Other |  |  | Black: Caribbean |  |
| Mixed: White and Black Caribbean |  |  | Black: African |  |
| Mixed: White and Black African |  |  | Other Black background |  |
| Mixed: White and Asian |  |  | Other |  |
| Mixed: Other |  |  | Chinese |  |
| Prefer Not To Say |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability** | **Yes** | **No** | **Prefer Not To Say** |
| **Do you consider yourself to have a long-term illness or disability?** |  |  |  |
| **Do you use a wheelchair?** |  |  |  |
| **If you do have a disability, please state the nature. This information will ensure that we are better able to support you in your role with us here at Hourglass** |  |  |  |

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| --- |
| **Religion** |

| Christian |  |  | Buddhist |  |
| --- | --- | --- | --- | --- |
| Muslim |  |  | Jewish |  |
| Sikh |  |  | Other |  |
| Hindu |  |  | No Religion |  |
| Prefer Not To Say |  |  |  |  |

|  |
| --- |
| **Where did you hear about this volunteering role?** |

| Volunteer Centre |  |  | Website |  |
| --- | --- | --- | --- | --- |
| Newspaper article |  |  | Presentation |  |
| Open day |  |  | Advert, where? |  |
| Word of mouth |  |  | Other |  |