

EBM Volunteer Registration

Date Enquired:

| | | |
|---|--|---|
| Name | Preferred Title Mr/Mrs/Miss/Ms | |
| Tel. No. | Mobile. No. | |
| Address: | | |
| E-Mail: | | |
| Emergency Contact: Name: | Address: | Contact number: |
| Where did you hear about volunteering for East Belfast Mission? | | |
| Are you? (please circle) Employed Unemployed Retired Student Other | | |
| Your skills and interests (please tick) | Projects which may interest you (please refer to leaflet for details) | |
| Admin/Clerical/Reception | <input type="checkbox"/> | Bright Sparks Administration Support, EBM Reception, Turas, Stepping Stone Admin roles. |
| Church and Community work | <input type="checkbox"/> | Homework Club, "Overs Group", Kidzgap, Care Community Counselling, EBM Church, Befriending, Friday Fusion |
| Computer/Telephone Skills | <input type="checkbox"/> | EBM Administration |
| Driving | <input type="checkbox"/> | Restore Van Driver, Meals on Wheels Driver, Mini Bus Driver for Church/Turas/Bright Sparks/Hosford |

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|--|--|--|--|
| Catering | | Meals on wheels Runner, Front of House Assistant. | |
| Fundraising/event organisation | | Hosford, Help with Mail Appeals, Fundraising Activities | |
| Customer Service | | Restore Shop Volunteers spread across 9 locations in Northern Ireland. | |
| Maintenance and handy work | | Refurb Assistants, Recycle Assistants | |
| Working with Children and Young people | | Bright Sparks Nursery Assistant | |
| Other – Please Specify | | Hosford Lifeskills Volunteer, Maintenance and Gardening | |

So that we can best use your skills and abilities, please complete the form overleaf.

Experience as a Volunteer

Work Experience

Courses or Training (if relevant)

Hobbies and Interests

Why would you like to be a volunteer with East Belfast Mission

Approximately how much time would you like to give each week?

Please indicate below particular days or times when you are available?



Please give two **independent** referees who would be willing to supply a character reference (these must not be family members) examples could be a previous manager, tutor, teacher, support worker or another volunteer

| | |
|---------------|---------------|
| Name | Name |
| Address | Address |
| Tel. no. | Tel. no. |
| Email Address | Email Address |

Additional Information:

EBM welcomes volunteer applicants with a wide range of abilities for the skills they bring.

We aim to create a positive environment that enables all volunteers to realise their full potential. In order that we can consider any appropriate adjustments to the volunteer environment and better support you in your role, please give details below of any disabilities or health issues (e.g. bad back)

Are you entitled to volunteer within the UK?

If you are from the UK, you are free to volunteer. The majority of European Union (EU) citizens are free to volunteer within the UK. For those from outside the EU you need to check that your visa allows you to volunteer. We advise that you contact the UK Borders and Immigration Agency to find out about your eligibility to volunteer. EBM may ask to see documentation proving your eligibility to volunteer within the UK. EBM is unable to sponsor volunteer visas.

Yes

No

Criminal Convictions

Due to the nature of the work environment, certain roles within East Belfast Mission will require the Volunteer to undertake a confidential Access NI Background Check, where the post is a regulated position as defined by the Safeguarding Vulnerable Groups Act 2006 and Safeguarding Vulnerable Groups (NI) Order 2007 and also falls within the definition of 'excepted' employment as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979.

Therefore, you are required to answer the following question. Please note that only relevant and unspent convictions and other information will be taken into account, and therefore disclosure will not necessarily prevent you from Volunteering.

A criminal record will not necessarily be a bar to obtaining a position.

A copy of the AccessNI Code of Practice can be obtained on request from the Human Resources Department at EBM.

Do you have any convictions, cautions, reprimands or final warnings that are "unspent" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

YES

NO

(Note: If "Yes", please provide full details)

Declaration and Signature

Data Protection Act

I understand that the data contained in this Volunteer Registration Form will be processed by the Company for use in connection with this application for Voluntary work and to ensure the Company's requirement to comply with Statutory Legislation.

I hereby agree to any such processing by the Company. The Company agrees to ensure that I am safeguarded against the possible misuse of any personal information about me and that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection Act 1998.

| | | | | |
|--------------------|--|--|--------------|--|
| Signed: | | | Date: | |
| Print Name: | | | | |

Please return completed form to:
Lynsey Subasi, EBM, Skainos Square, 239 Newtownards Road, Belfast BT4 1AF
Or email to: lynsey.subasi@ebm.org.uk Tel: 90 45 85 60
Thank you for your interest, we will be in touch soon as possible.

