

The references are essential and we will be required to follow them up.
All details given will be held on computer and will be confidential under the Data Protection Act 1998. No information will be released without your agreement.

Personal Details:

Last name _____ First name _____

Gender: male/female

Address _____

Postcode _____ email _____

Tel: (Home) _____ (Mobile) _____

Person we can contact in an emergency (next of kin)

Date of Birth

How did you hear about Jigsaw Volunteering?

Do you hold a current driving license?	Yes	No
Do you have use of a car?	Yes	No

National Insurance number _____
Which ward do you live in? _____

Please give brief details of any paid or voluntary work experience, which you think, may be relevant.

Approximately how much time are you able to offer?

Criminal Convictions

Because of the nature of our work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exemption Order 1975. Applicants for positions in any of our projects are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

Do you consent to a Criminal Records Bureau disclosure? Yes No

Please provide details of any convictions below:

References

Please give the names and addresses of two referees whom you have known for at least two years, stating who the person is in relation to yourself, e.g. your manager or friend.

Please note that references from close relatives are not acceptable.

Reference 1

Name

.....

Address

.....

.....

.....

.....

.....

Tel:

.....

Relationship to you:

Reference 2

Name

Address

Tel:

Relationship to you:

Declaration

If I am appointed as a volunteer I understand that the work I shall be doing could involve me receiving confidential information. I agree not to divulge or use any information concerning any person outside Jigsaw, unless authorised to do so. On termination of volunteering I will not contact any service user.

I agree to support the aims and objectives of Jigsaw, which have been explained to me and confirm that the information given in this form is correct to the best of my knowledge.

Signed _____ Date _____

How would you describe your nationality?

British English	0	British Welsh	0
British Scottish	0	Irish	0

Any other background 0 please specify

Ethnic Origin

Please tick the appropriate box

1 White	British English	0	
	British Scottish	0	
	British Welsh	0	
	Irish	0	
	Any other background	0	please specify

2 Mixed	White and Black Caribbean	0	
	White and Black African	0	
	White and Asian	0	
	Any other mixed background	0	please specify

3 Asian or Asian British	Indian	0	
	Pakistani	0	
	Bangladeshi	0	
	Any other Asian background	0	please specify

4 Black or Black British	Caribbean	0	
	African	0	
	Any other black background	0	please specify

5 Chinese, Chinese British Or other Ethnic group	Chinese	0	
	Any other background	0	please specify

Thank you

Volunteer Agreement

This volunteer agreement describes the arrangement between Jigsaw Support Scheme and

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience of volunteering with us enjoyable and rewarding.

Part 1: The Organisation

Your role as a volunteer is Volunteer Befriender.

Jigsaw Support Scheme commits itself to the following:

1. Induction and Training

- To provide you with thorough induction on the work of Jigsaw Support Scheme and its staff, your volunteering role and the induction or training you need to meet the responsibilities of this role.

2. Supervision, support and Flexibility

- We will explain the standards we would like to achieve and encourage and support all our volunteers to achieve and maintain them.
- We will provide a named person (Cate Bones) who can meet with you to discuss your volunteering and any successes and problems and training.
- We will do our best to help you develop your volunteering role with us.

3. Expenses

- We will repay out of pocket expenses including: travel to and from home to the home of your Befriender during your volunteering.

4. Health & Safety

- We will provide any relevant training and feedback in support of our Health & Safety Policy.

5. Insurance

- We will provide adequate insurance over for volunteers whilst undertaking voluntary work approved and authorized by us.

6. Equal Opportunities

- We will ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

7. Problems

- We will try to resolve fairly any problems, grievances and difficulties you may have while you are volunteering with us and in the event of an unresolved problem will meet to discuss the issues.

Part 2: The Volunteer

Volunteer Agreement

I agree:

- To perform the volunteering position to the best of my ability
- To follow the organization's procedures and standards, including those relating to health and safety and equal opportunities, in relation to its staff, volunteers and Service Users.
- To meet time commitments and standards agreed to, and to give reasonable notice so that other arrangements can be made
- I agree not to divulge any information concerning any person and to not contact any service user after ending my volunteering with Jigsaw.
- To provide referees, as agreed, who may be contacted, and to agree to a police check (CRB) being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed on behalf of Jigsaw Support Scheme:

Signature:

Position: Office Manager

Name: Danny Waring

Date:

Signed by volunteer:

Name:
.....

Date:



