

NADFAS Volunteer Registration Form

CONFIDENTIAL

Personal Information

Please complete using black ink and capitals

Surname


Title

Mr / Mrs / Miss / Ms/ other

Forenames

Date of birth

Address

 (day)

Email

Mobility: any factors we should be aware of?

Employment / Volunteering History

Employment & volunteering
experience (past / present)

Qualifications & relevant
training courses attended

Professional membership
&/or experience

Other skills or interests

| | |
|--|--|
| | |
|--|--|

Availability

How much time could you offer NADFAS? e.g. Once a week, once a month etc


Interests


If you are interested in any specific volunteering opportunity, please give details:

Society to which you belong:

References


Please provide the names of two referees

| | |
|-------|---|
| Name |  |
| Email | Position eg Society Chairman |

| | |
|-------|---|
| Name |  |
| Email | Position eg Society Chairman |

Emergency Contact

Please supply the details of someone who can we contact in the event of an emergency

| | |
|-------|---|
| Name |  (day) |
| Email | Mobile |

We look forward to hearing from you and promise that any information that you have provided about yourself will be treated in accordance with Data Protection. We will contact you as soon as possible after receiving this form with information about any potential volunteer positions at NADFAS.

| | |
|-----------|------|
| Signature | date |
|-----------|------|

| | |
|---|-----------------------|
| Please return to HR & Office Manager NADFAS 8 Guilford Street, London WC1N 1DA | FOR OFFICE USE |
|---|-----------------------|

Volunteering at NADFAS House

Individuals interested in volunteering at NADFAS will be asked to complete an volunteer form. This consists of a variety of questions about you and what employment or voluntary experience you have had, also what skills you can offer.

Commitment

You will be asked what kind of time commitment you can make to NADFAS. Please be realistic when filling this in. Some tasks require a long-term commitment, others are shorter. What is important is reliability.

Equal Opportunities

NADFAS is an equal opportunities employer when employing permanent staff and extend this policy to the recruitment of volunteers. NADFAS will not discriminate when recruiting volunteers on the grounds of sex, marital status, sexual orientation, disability, religious affiliation or ethnic origin. The only selection criteria are your ability to do the task required and your willingness to work within NADFAS' ethos.

NADFAS does not specify an upper age limit for volunteers. However, volunteers are discouraged from continuing beyond a point where the task they are doing becomes detrimental to their health and safety or that of others, or when they can no longer carry out a task effectively. NADFAS sets a lower age limit of 18 years of age. However, work experience placements may be undertaken, when available, if organised through an educational institution and with parental consent.

Data Protection

NADFAS promises to process all information supplied by volunteers and work experience placements fairly and lawfully. All personal data will be relevant, accurate and, where necessary, kept up to date. NADFAS will not use personal information for anything other than the stated purpose and no details will be passed outside the association.

Confidentiality

Please note that some of the work carried out at NADFAS House is of a confidential nature.

References and emergency contact

Because of the nature of NADFAS' work with the public, NADFAS will take up references, if relevant, which you supply in the application form. One of these should be a professional person or your present or last employer. The other may be a character reference, but must not be a relation.

NADFAS also requests that you provide the name and telephone number of a friend or relative who we can contact in the unlikely event of an emergency.

Trial period

Most volunteers who work at NADFAS enjoy what they do and find it very satisfactory and rewarding. However, to ensure that the expectations of both you and NADFAS are met, you will normally be asked to agree to a trial period. This gives both parties the chance to see if the relationship is working and, if it is not, to end it on an amicable basis.

Volunteer coordinator

The volunteer coordinator is the Human Resources Manager. They are there to answer any general queries or problems you may have regarding your role.

Induction & Training

All new volunteers will receive a brief induction. Training will be given where appropriate.

Etiquette

All staff and volunteers should treat each other with respect and courtesy. The same applies to telephone enquirers and any visitors to NADFAS House.

Insurance

Volunteers are included under the terms and conditions of NADFAS' general insurance.

Expenses

NADFAS will reimburse volunteers' expenses and no volunteer should be out-of-pocket. Standard travel outside peak hours is the norm. Volunteers are required to provide receipts in order to receive reimbursement. Claim forms are available from the Finance Office.

NADFAS House arrangements

All visitors, including volunteers are required to sign in and out each time they come to NADFAS House. The signing-in book is kept at Reception.

Tea, coffee and water are available for all staff and volunteers. Refreshment points are situated on each floor. There are refrigerators in the basement kitchen as well as on the third floor where sandwiches may be stored.