



VOLUNTEER APPLICATION FORM

Bedford Daycare Hospice, Gladys Ibbett House, 3 Linden Road, Bedford MK40 2DD
 Tel: 01234 352015, Email: info@bdc-hospice.org.uk, Web: www.bedforddaycarehospice.org.uk
 Independent Registered Charity Number 1001614

Please email completed application to info@bdc-hospice.org.uk or post to the address shown above.

Position applied for, please circle.	In House / Van Driver / Patient Driver / Gardener / Kempston Shop/ Castle Rd Shop / London Rd Shop / Biggleswade Shop		
Mr/Mrs/Miss/Ms/other		Full Name:	
Tel Home:		Tel Mobile:	
Date of Birth:		Email:	
Address:			
Post Code:			
Employment History:	Employer: Job Title: From: Month Year To: Month Year Job Title: Reasons for Leaving:		
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Do you hold a current driving licence: YES/NO	If YES, how many penalty points are on your licence:		

Do you have the use of a car?

Have you done voluntary work before YES/NO If YES please state:

Interests/hobbies:

Please provide any other information to support your application. *Any relevant qualifications or training, including Course details/ dates.*

Which day/s of the week are you available:

What time in the day are you available am/pm?

Are you able to make a regular commitment?

Are you able to help at short notice?

Please give the names and email addresses of two referees (over 18 and not relatives)

1.

2.

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Please note that we will only contact your referees if your application is successful

Equal Opportunities: The following information is required to ensure that we achieve the aims of our equal opportunities policy and is used for monitoring purposes only. All information will be treated as confidential.

Please tick your relevant origin:

White

Indian

Irish

Pakistani

Black – Caribbean

Bangladeshi

Black – African

Chinese

Black – Other please specify

Other – please specify

Disabilities: A disability or health problem does not preclude full consideration for the job and applications from suitable people with disabilities are welcome.

Do you have a health problem, or a disability which is relevant to your application: YES/NO?

If YES, please describe the health problem or disability:

Have you had a bereavement in the family or death of a close friend within the last two years:

From time to time you may be asked to participate in study days.

Please note that all posts at Bedford Daycare Hospice are subject to a CRB check.

I certify that the information on the application form is to the best of my knowledge correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.

Signature

Date / /



DISCLOSURE FORM

CRIMINAL CONVICTIONS, CAUTIONS OR BIND OVER ORDERS

Applicants are not entitled to withhold information about criminal convictions, however long ago these occurred.

Have you any criminal convictions:	YES /	NO
If YES, please give brief details together with dates:		
Appointments are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, and you are therefore required to disclose any criminal background to us.		
Print Name.....		
Signed..... Date / /		



VOLUNTEER DRIVER

**** Please only complete this section when applying for a driving role****

Details of Licence Held.....

How long have you held a full licence.....? (dates)

Have you any motoring convictions? If so, what, and when.....

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Make of vehicle.....2,4 or 5 door)

You are responsible for notifying your Insurance Company that the vehicle is being used for Voluntary Work and ensuring that the patients will be covered.

Do you have comprehensive up-to-date insurance that includes passengers? YES / NO

Please provide a copy of the following documents:

- ❖ Driving Licence
- ❖ Car Insurance certificate
- ❖ MOT Certificate

In addition, we require two other forms of identification from the list below, one of which must include your address: To enable a Disclosure and Barring Service (DBS) check to be done.

- ❖ Passport
- ❖ Birth Certificate
- ❖ Bank or building society statement – issued in last 3 months
- ❖ Credit card statement – issued in last 3 months
- ❖ P45 or P60 statement – issued in last 12 months
- ❖ Utility bill – issued in last 3 months
- ❖ Council tax statement – issued in last 12 months
- ❖ Benefit statement for example child benefit- issued in last 3 months
- ❖ Financial statement for example pension. - issued in last 12 months
- ❖ Mortgage statement – issued in last we months