**Volunteer Expression of Interest Form**

Thank you for your interest in volunteering at Nansa, please complete this form to be considered:

|  |  |  |
| --- | --- | --- |
| Title | First Name | Surname |
|  |  |  |
| Address including postcode | | Mobile number |
|  | |  |
| Home telephone number |
|  |
| Email Address |  | |

**When can you volunteer?**

Please mark any boxes of when you may be available to volunteer:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |

**What Areas of Nansa would you be interested in?**

For more information about Nansa Services please go to our website: <https://www.nansa.org.uk/>

Please mark any of the boxes below for the services you have interest in:

|  |  |  |  |
| --- | --- | --- | --- |
| Adult Centre (Adult Services) |  | Milestones (Adult Services) |  |
| Link up (Adult Services) |  | Family Centre (Family Services) |  |
| Retail (Charity Shops) |  | Fundraising |  |

**Please note we only except volunteers over the age of 18**

**Retail Charity Shops Locations**

If you are interested in volunteering at our Charity Shops, please confirm which locations you would like. Please mark any of the boxes below:

|  |  |  |  |
| --- | --- | --- | --- |
| Earlham Road |  | Kids Kiosk (Wroxham Barns) |  |
| Magdalen Street |  | Thorpe Avenue |  |

Why would you like to volunteer for Nansa? What do you hope to get from the experience?

|  |
| --- |
|  |

Please tell us what skills / experience / interests / qualifications you have that might be relevant.

|  |
| --- |
|  |

**References for Volunteering**

Please give the names of two people you would like to act as a character reference for you. These people must not be related to you and cannot be personal friends. Examples of people you could use are, work colleges, teachers, lecturers, leaders of community groups, coaches, or council members.

Reference 1 Reference 2

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
|  |  |  |  |
| How do you know this person? |  | How do you know this person? |  |
|  |  |  |  |
| Address |  | Address |  |
|  |  |  |  |
| Phone number |  | Phone number |  |
|  |  |  |  |
| Email address |  | Email address |  |

**Data Protection**

Nansa is a Data Controller and complies with the principles of GDPR.

In implementing the legislation, Nansa adopts a simple and straightforward policy that is, so far as is possible, easy to understand and unambiguous in its application. This covers manual as well as computerised records.

The information which you give when completing your application form will be used in accordance with the General Data Protection Regulation.

Due to the nature of the work Nansa does we must follow safer recruitment guidance. Please read carefully and answer the following questions in each category:

**The Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 provides that people in employment which is concerned with the provision of care or who carry out their duties wholly or partly on the premises where such provision takes place are obliged to disclose any convictions which would otherwise be spent.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Do you have any unspent convictions/ cautions? |  |  |
| Are you disqualified from working with children, young people, or vulnerable adults? |  |  |

Making a false statement or any attempt to conceal information regarding this declaration will lead to the rejection of your application with this charity. Any details provided will be treated in the strictest confidence and will not automatically exclude anyone from being considered for any volunteer role. **Nansa DBS checks all volunteers prior to starting.**

**Driving and travel**

Whilst it is not always a requirement to have a driving licence, it is helpful to know which volunteers can drive and the type of licence. Getting to and from events and fundraising pot collection may require driving. Nansa has a minibus and cars which are used to transport service users to outreach locations.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Do you have a valid driving licence? |  |  |
| Do you have a category D1 licence? |  |  |
| Would you be happy to drive while volunteering for Nansa? |  |  |
| Do you have any endorsements to your license? |  |  |

**Age restrictions**

It is Nansa’s policy for volunteers to be over the age of 18 to directly engage with our service users.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| I am over the age 18 |  |  |

**Relationship to people in Nansa**

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Are you related to or friends with anyone who works, volunteers, or attends Nansa? |  |  |
| If yes, please provide detail: | | |

|  |  |  |
| --- | --- | --- |
| I can confirm that all the information I have supplied in this application form to be correct at the time of completion: | | |
| Name | Signature | Date |
|  |  |  |

Please return your completed volunteer application form to any of the following:

|  |  |  |
| --- | --- | --- |
| Method | For the attention of: | Address |
| Via email | The Business Support Team | [hr@nansa.org.uk](mailto:hr@nansa.org.uk) |
| Post | Nansa Family Centre | 33 Woodcock Rd  Norwich  NR3 3TT |
| Post | Nansa Adult Centre | 200 Bowthorpe Rd  Norwich  NR2 3TZ |
| Post/Drop in | Nansa Charity Shops | 2 Thorpe Ave  NR3 0XB  1b Earlham Rd  NR2 3PE  115-117 Magdalen St  NR3 1LN  Kids Kiosk  Wroxham Barns  N123 8QU |

**Please contact us if you require any reasonable adjustments to the selection process, including at any possible interview (for example physical access or communication support).**

**NANSA to complete:**

|  |  |
| --- | --- |
| Date application received: |  |
| Shop/Department name: |  |
| Date application scanned or sent to Business Support: |  |

**NANSA Business Support to complete**

|  |  |
| --- | --- |
| Date application received by Business Support |  |