

# The Hope Hub Volunteer Application Form



Thank you for your interest in The Hope Hub, a registered Charity (Charitable Incorporated Organisation - CIO), purposefully seeking to support vulnerable people who are/may be at risk of becoming homeless. You are applying to join us at an exciting time.

During the application process, The Hope Hub will hold your information electronically and/or on hard copy with your permission. If you are appointed to the volunteer role, your details and all personnel records will be held for HR purposes and used expressly in connection with any volunteering you undertake for The Hope Hub.

<b>1. Personal details</b>		
Title:	Date of Birth	National Insurance No:
Surname:		Forename:
Address: ..... ..... .....		<b>Contact information:</b>
Postcode: .....		Email:
		Home:
		Mobile:

<b>2. Emergency Contact Details</b>	
Name:	Relationship:
Address: ..... ..... ..... Postcode: .....	<b>Contact Information:</b>
	Mobile:
	Home:
	Work:
	Email:

<b>3. How did you hear about Volunteering at The Hope Hub?</b>

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## 4. Which volunteer role are you applying for?

**Welcome Team Volunteer – Week days**

(Welcome service users and visitors, organise food storage, packing and labelling food parcels, reviewing and sorting clothes and gifts, warming ready cooked meals)

**Volunteer Cooks (please mark which you prefer)**

**Lunchtimes**

**Evenings**

(Provide onsite home cooked nutritious meals and treats for service users. If evening volunteer directing service users to showers and supervising laundry)

**Kitchen Assistants (please mark which you prefer)**

**Lunchtimes**

**Evenings**

(Support the Cook in preparing, serving and clearing meals)

**Affordable Cookery Course Volunteer – Day time**

(Support the delivery of the cookery workshops including set up, clear away, serving tea and coffee, supporting service users as they learn to cook safely)

**Affordable Cookery Recipe Book Development - Remote**

(Researching, designing, and getting ready for print recipe cards/book in an accessible format)

**Researching and writing recipe cards**

**Graphic and online presentation**

**Collection and Delivery of Donations – Ad hoc**

**Car driver**

**Van driver**

(Helping to collect and/or deliver donations of food, clothing and small gifts through to drivers working in pairs to help move gifts of furniture and appliances when Service Users are successfully housed)

**Digital Inclusion & IT Support**

**Helping Service Users learn to use IT**

**One to one support with online training/job searching/CVs**

(Helping Service users connect and gain confidence in online training and job applications)

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**To save you time, please attach a recent CV if it includes the information requested in boxes 5, 6 & 7 below.**

## 5. Educational, Technical & Professional Qualifications

(If relevant. Please provide details of all qualifications. If necessary, please continue on a separate sheet or include the information in a current CV)

Place of study/professional body	Attainment level/ results

## 6. Personal Development (including any courses, membership, voluntary work or responsibilities you consider relevant with outcomes where applicable, if necessary, please continue on a separate sheet)

Provider	Type of development

## 7. Employment History (Voluntary and paid)

Please give details of all posts held since leaving full-time education and account for any gaps in employment. (If necessary, please continue on a separate sheet or include a current CV)

Present Or Last Employer - <i>Please provide name and address</i>			
Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			
Notice required			

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Previous Employer - <i>Please provide name and address</i>			
Dates employed	To	From	
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			

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Dates employed	To	From	
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Reason for leaving			

## 8. Your aims as a Volunteer.

Please write a few lines why you are interested in Volunteering with The Hope Hub.

Do you wish to return to paid employment in due course?

Would you like some assistance as part of your volunteering with us at an agreed point?

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### 9. What time of the day and week are you able to volunteer?

(Please mark with a X all that apply)

	<b>Daytime</b> 9.30am-3.30pm	<b>Evening</b> 6pm-10pm	<b>Additional comments</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			

### 10. References

Please give the name and address of two people The Hope Hub can apply for a reference. One of them **should be a past or present employer** or someone who knows you well if you have not been employed in the recent past.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel. No:</b>	<b>Tel No:</b>
<b>Email:</b>	<b>Email:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>In what capacity are you known to them?</b>	<b>In what capacity are you known to them?</b>

**References will only be requested after the voluntary offer has been made.**

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Are you willing to have a Volunteer DBS Check? Yes/No

## CRIMINAL OFFENCES

Convictions, not including convictions, cautions, reprimands or final warnings which are “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), must be disclosed for the purposes of this job application. The Hope Hub will determine the relevance of any convictions to the post applied for. If appointed to the position for which you are applying you will be required to apply for a DBS Disclosure at the level appropriate to the role and we will help you to do so.

Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if appointed, failure to disclose any criminal conviction now could lead to termination of your volunteering with The Hope Hub.

***Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?***

## YES/NO

*If Yes, please give details on a separate page and enclose in a separate envelope*

**I confirm that the above information is correct to the best of my knowledge. I consent to The Hope Hub processing, by means of a computer database or otherwise, any information I provide them for the purpose of volunteering with The Hope Hub.**

*Note: This information will only be used for selection purposes.*

<b>Signed</b>		<b>Date</b>	
<b>Print Name</b>			

**Please forward your completed form to:**

- **Email: [connect@thehopehub.org.uk](mailto:connect@thehopehub.org.uk)**
- **Via post in a sealed envelope marked confidential: [The Hope Hub, The Hope Hub Building, \(Behind Library\), Knoll Road, Camberley, Surrey, GU15 3SY](#)**

Our opening hours for the day services are Tuesday to Friday 9:30am to 3:30pm

**Thank you for your interest in Volunteering at The Hope Hub  
and for your time in completing this application.**