

Finance Department  
Willow House  
Clatterbridge Hospital  
Wirral  
CH63 4JY  
E-mail [wuth.charity@nhs.net](mailto:wuth.charity@nhs.net)  
Tel. 0151 482 7788

## Volunteering for WUTH Charity

Dear Prospective Volunteer!

Thank you for your interest in supporting WUTH Charity.

Please find enclosed a recruitment pack for your completion and return to the address shown on the application form.

All volunteer appointments are subject to a satisfactory health check with our Occupational Health Department and completion of a Disclosure and Barring Service (DBS) application.

Once all checks have been approved you will be invited to a half day induction, following which you will start your voluntary role.

I should advise you that there are volunteers working within the Charity team who may have access to your application form. If you would prefer them not to see your application form, please mark your envelope 'Private and Confidential'.

I would like to thank you for the interest you have shown in becoming a volunteer within the Charity and look forward to receiving your application.

Yours faithfully

Victoria Burrows  
Head of Fundraising

No:.....

## Volunteer Application

All information provided will be held by WUTH Charity in line with General Data Protection Regulations



### Contact information – about you

Name			
Address			
Home Phone			
Mobile Phone			
Email Address			
Do you have a current DBS? [Previously CRB]		If not, are you willing for a criminal records check to be completed? (see note below)	



### Availability

During which hours are you available for volunteer assignments? *Please tick all that apply.*

Day	am	pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday [for event support]		
Sunday [for event support]		



### Interests

Tell us in which areas you are interested in volunteering. *Please tick all that apply.*

Office administration <i>(a variety of admin tasks)</i>	
Fundraising Hub <i>(our Charity office in Arrowe Park Hospital)</i>	
Hospital display stand <i>(promoting the Charity, selling cakes, etc)</i>	
Flyers & posters <i>(distributing charity information around your local area)</i>	
Collection tin sites <i>(managing collection tins in your local community)</i>	
Fundraising <i>(organising your own fundraising – cake sales, etc)</i>	
Event support <i>(helping with stands, cheering fundraisers, bucket collections)</i>	
Marketing & communications <i>(research, evaluation, updating website, on-site notice boards, etc)</i>	
Please tell us why you want to volunteer for us:	





### Special Skills or Qualifications

Please summarise the skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.



### Previous Volunteer Experience

Please summarise your previous volunteer experience.



### Please tell us how you heard about volunteering for WUTH Charity



### Keeping in touch.

We'd like to send you occasional updates about our work and the difference that kind donations make. Please select below how you'd like us to keep in touch (you may tick more than one option).

We will never give your details to other organisations to use for their own purposes. Full details about how we handle your data can be found in our Privacy Notice on the Charity's website.

- Yes, please contact me by email
- Yes, please contact me by post
- Yes, please contact me by phone
- I don't want to hear from WUTH Charity



## Your partnership with WUTH Charity

Please read the following before you sign and submit the form.

**To ensure that our partnership with you is positive, enjoyable, rewarding and productive, this information explains what we can expect of each other.**

We provide the following.

- Role guidance, training or advice so you can undertake your role with confidence.
- Public liability insurance whilst undertaking volunteer work approved by us.
- Agreed expenses, so no-one will be excluded from volunteering on the grounds of income.

You agree to ...

- Respect the aims and values of WUTH Charity.
- Perform your role as agreed with WUTH Charity.
- Work co-operatively as part of a team with staff and other volunteers.
- Respect the confidentiality of staff, volunteers and charity contacts.
- Inform WUTH Charity if you are unable to carry out your agreed role



## Agreement and signature

**By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.**

Name (printed)	
Signature	
I am over 18 years of age [Y/N]	
I have read and understand 'Your partnership with WUTH Charity' [please tick]	
Date	





## References

Please tell us the details of two character referees – cannot be relatives.

First referee	
Name	
Address	
Town / city	
Postcode	
Home phone	
Mobile phone	
Email address	
How does this person know you?	
Second referee	
Name	
Address	
Town / city	
Postcode	
Home phone	
Mobile phone	
Email address	
How does this person know you?	



## Guidance Notes

- Contact information - please let us know all the best ways to contact you.
- DBS [Previously CRB] checks – please let us know whether you are willing for these checks to be completed. Having a criminal record will not necessarily exclude you from volunteering with us unless it indicates a lack of suitability for the role.
- Availability - please give precise details of when you are available – whether it is one afternoon a week or for the whole week. Different volunteer roles require availability at different times. Please tell us what inspired you to apply to volunteer!
- Interests – please tell us what type of role you think you may like to be involved in.
- Special skills or qualifications - please tell us what experience, knowledge and skills you have that make you suitable for the volunteering role you are applying for.
- Previous volunteering experience – tell us about how you may have volunteered before.
- References – please supply two references from people who know you, but who are not related to you. We are looking for references from employers, teachers, religious or club leaders or any professional who has known you for more than a year. If you have difficulties in finding two references, or are not sure who to use then please contact us on 0151 482 7788 or email [wuth.charity@nhs.net](mailto:wuth.charity@nhs.net).
- Please attach further sheets if necessary.

Please email a signed scan of you form to [wuth.charity@nhs.net](mailto:wuth.charity@nhs.net) or

return your paper form by post or in person to:

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