

<b>For office use</b>		<b>Initial Approach</b>		<b>Contact person</b>		<b>Area</b>	
JC+ referral	<input type="checkbox"/>	Registration Date		YP	<input type="checkbox"/>	MV	<input type="checkbox"/>
Other Emp referral	<input type="checkbox"/>	Vol & Employ pack given		Prep pack given	<input type="checkbox"/>	Currently Volunteering	<input type="checkbox"/>
						VBay number	

**Volunteer Action Dumfries & Galloway**  
*the hub, 24-26 Friars Vennel, Dumfries, DG1 2RL*  
**Tel: 01387 267311**



**E-mail:** [info@volunteeraction.co.uk](mailto:info@volunteeraction.co.uk)      **Website:** [www.volunteeraction.co.uk](http://www.volunteeraction.co.uk)

## Volunteer Registration Form

**C**

The Data Protection Act puts obligations on users of personal information and states that information has to be processed fairly and lawfully. This means you are entitled to know how we intend to use any information you provide. You can then decide whether you want to give it to us.

The following information about you will help us to try and find you a volunteer opportunity best suited to your personal circumstances. It will also help us to monitor and improve the quality of our service. Your personal details will not be given to anyone else, unless required to do so by law. Information about your postcode, gender, ethnicity, status, age, any disability, may be used for statistical purposes, but not in any way that identifies you. The information will be entered onto our database and it will be used in accordance with the principles of the Data Protection Act 1998. If you do not wish to answer a question simply leave it blank.

If you wish to view the information we hold on you, please write to our Manager.

<b>Title</b> (e.g. Mr, Mrs, etc)	<input type="text"/>	<b>First Name</b>	<input type="text"/>	<b>Surname</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>				
<b>Town:</b>	<input type="text"/>	<b>Postcode:</b>	<input type="text"/>		
<b>Email:</b>	<input type="text"/>				
<b>Telephone:</b>	<input type="text"/>	May we contact you on this number? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
<b>Date of Birth:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(dd/mm/yyyy)	<b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>

**If you are under 26 years old, would you be interested in participating in the MV Award? Yes  No**

*The MV Award gives national recognition from the Scottish Government for every 50, 100 and 200 hours voluntary work that young people do.*

### 1. Which of these best describes your ethnic group?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Asian Bangladeshi | <input type="checkbox"/> Black African    | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Asian Chinese     | <input type="checkbox"/> Black Caribbean  | <input type="checkbox"/> White Irish         |
| <input type="checkbox"/> Asian Indian      | <input type="checkbox"/> Black Other      | <input type="checkbox"/> White Other         |
| <input type="checkbox"/> Asian Other       | <input type="checkbox"/> Mixed Background | <input type="checkbox"/> White Other British |
| <input type="checkbox"/> Asian Pakistani   | <input type="checkbox"/> Not supplied     | <input type="checkbox"/> White Scottish      |

### 2. Which one of the following best describes your situation? Select one only.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Asylum seeker              | <input type="checkbox"/> Income Support             | <input type="checkbox"/> School                     |
| <input type="checkbox"/> Carer                      | <input type="checkbox"/> Job Seekers Allowance      | <input type="checkbox"/> Self-employed              |
| <input type="checkbox"/> Full time parent           | <input type="checkbox"/> Paid employment, full-time | <input type="checkbox"/> Unwaged                    |
| <input type="checkbox"/> Further Education/Training | <input type="checkbox"/> Paid employment, part-time | <input type="checkbox"/> On a Working holiday       |
| <input type="checkbox"/> Incapacity benefit/DLA     | <input type="checkbox"/> Retired/early retired      | <input type="checkbox"/> Other <input type="text"/> |

If you are unemployed, how long have you been so?

Are you new to volunteering? Yes  No

Would you be interested in one-off volunteer opportunities? Yes  No

**3. Which ONE of the following would you most hope to achieve by volunteering?**

- |   |  |
|---|--|
| <input type="checkbox"/> Help me into paid work/education | <input type="checkbox"/> Meet new people                         |
| <input type="checkbox"/> Improve my health                | <input type="checkbox"/> Part of my beliefs/values               |
| <input type="checkbox"/> Increase my confidence           | <input type="checkbox"/> Use my spare time well                  |
| <input type="checkbox"/> Help me learn new skills         | <input type="checkbox"/> I see a need and want to improve things |

Other, *please specify*

**4. How did you hear about Volunteer Action Dumfries & Galloway? Please tick one only.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Volunteer Action website | <input type="checkbox"/> Volunteer Action information             | <input type="checkbox"/> Internet (other website) |
| <input type="checkbox"/> Local newspaper          | <input type="checkbox"/> other organisation / referral            | <input type="checkbox"/> National media/newspaper |
| <input type="checkbox"/> Local Radio / TV         | <input type="checkbox"/> Job Centre or other Employability agency | <input type="checkbox"/> Friend / Word of mouth   |

**5. What would you like to give your time to?**

**Please put 1 against your favourite**, and then simply tick any others that interest you. (availability can vary)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Animals                   | <input type="checkbox"/> Ethnic minorities          | <input type="checkbox"/> Offenders/Ex-offenders        |
| <input type="checkbox"/> Anti poverty work         | <input type="checkbox"/> Families                   | <input type="checkbox"/> Overseas aid/Developing world |
| <input type="checkbox"/> Arts (music/drama/crafts) | <input type="checkbox"/> Gender/Sexuality           | <input type="checkbox"/> Physical disabilities         |
| <input type="checkbox"/> Caring                    | <input type="checkbox"/> Health/Hospitals/Hospices  | <input type="checkbox"/> Refugees/Asylum seekers       |
| <input type="checkbox"/> Children                  | <input type="checkbox"/> Homeless/Housing           | <input type="checkbox"/> Religion/Faith                |
| <input type="checkbox"/> Crime/Safety              | <input type="checkbox"/> Human/Civil rights/Justice | <input type="checkbox"/> Sensory impairment            |
| <input type="checkbox"/> Disaster/Emergencies      | <input type="checkbox"/> Learning disabilities      | <input type="checkbox"/> Sport/Outdoor activities      |
| <input type="checkbox"/> Drugs/Alcohol issues      | <input type="checkbox"/> Men's Groups               | <input type="checkbox"/> Tackling Unemployment         |
| <input type="checkbox"/> Education/Literacy        | <input type="checkbox"/> Mental health              | <input type="checkbox"/> Women's Groups                |
| <input type="checkbox"/> Elderly                   | <input type="checkbox"/> Museums/Galleries/Heritage | <input type="checkbox"/> Young people                  |
| <input type="checkbox"/> Environment               |   |  |

**6. Which activities most interest you (availability can vary). Please tick.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Administration/office work | <input type="checkbox"/> Counselling                        | <input type="checkbox"/> On-line volunteering                               |
| <input type="checkbox"/> Advice/information giving  | <input type="checkbox"/> Disaster/emergency relief          | <input type="checkbox"/> Playschemes/childrens clubs/ childcare             |
| <input type="checkbox"/> Advocacy/human rights      | <input type="checkbox"/> Driving/escorting                  | <input type="checkbox"/> Practical/DIY                                      |
| <input type="checkbox"/> Arts/crafts/music/drama    | <input type="checkbox"/> Equal Opportunities/race relations | <input type="checkbox"/> Research/Policy work                               |
| <input type="checkbox"/> Befriending/mentoring      | <input type="checkbox"/> Finance/accountancy                | <input type="checkbox"/> Residential volunteering                           |
| <input type="checkbox"/> Campaigning                | <input type="checkbox"/> Fundraising                        | <input type="checkbox"/> Short term/seasonal working                        |
| <input type="checkbox"/> Care/support worker        | <input type="checkbox"/> Home based volunteering            | <input type="checkbox"/> Specialist/technical/graphic design/website design |
| <input type="checkbox"/> Catering                   | <input type="checkbox"/> Justice/legal assistance           | <input type="checkbox"/> Sports/outdoor activities                          |
| <input type="checkbox"/> Charity shops/retail       | <input type="checkbox"/> Languages/translating/signing      | <input type="checkbox"/> Tutoring/supporting learners                       |
| <input type="checkbox"/> Committee Work             | <input type="checkbox"/> Library/information management     | <input type="checkbox"/> Volunteering for under 16 year olds                |
| <input type="checkbox"/> Community                  | <input type="checkbox"/> Management/business skills         | <input type="checkbox"/> Youth Work   |
| <input type="checkbox"/> Computing                  | <input type="checkbox"/> Marketing/PR/media                 |   |
| <input type="checkbox"/> Conservation/gardening     |   |   |
| <input type="checkbox"/> Other, please describe     |   |   |

**7. Do you have any skills you would be willing to offer? Please tick.**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administration            | <input type="checkbox"/> DIY             | <input type="checkbox"/> Management               |
| <input type="checkbox"/> Arts & Crafts             | <input type="checkbox"/> Drama           | <input type="checkbox"/> Marketing                |
| <input type="checkbox"/> Bookkeeping               | <input type="checkbox"/> Driving         | <input type="checkbox"/> Mountain Rescue/Survival |
| <input type="checkbox"/> Caring                    | <input type="checkbox"/> First Aid       | <input type="checkbox"/> Music                    |
| <input type="checkbox"/> Catering                  | <input type="checkbox"/> Fundraising     | <input type="checkbox"/> Outdoor activities       |
| <input type="checkbox"/> Childcare                 | <input type="checkbox"/> Gardening       | <input type="checkbox"/> Retail/shop              |
| <input type="checkbox"/> Committee Work            | <input type="checkbox"/> Graphic design  | <input type="checkbox"/> Signing                  |
| <input type="checkbox"/> Computing                 | <input type="checkbox"/> Keep Fit/Sports | <input type="checkbox"/> Teaching                 |
| <input type="checkbox"/> Counselling               | <input type="checkbox"/> Languages       | <input type="checkbox"/> Website design           |
| <input type="checkbox"/> Other(s), please describe |  |   |

**8. Do you consider yourself to have disability/health issues that might affect your volunteering?**

Yes  No

If you wish, please give details

**9. Please indicate when you would be available.**

	Morning	Afternoon	Evening/Night	<b>Are you available:-</b>
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>in school holidays?</i>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>in term-time?</i>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>both?</b>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**How often? e.g. weekly/fortnightly etc**

**How many hours might you be able to give? e.g. per week or fortnight**

**Are you currently volunteering?** Yes  No

**If "Yes" please name organisation(s)**

**Your role(s) within the organisation(s)**

**10. Would you be interested in any of the following free learning opportunities?**

- **Preparing to Volunteer:** This pack will help volunteers learn more about volunteering.
  - **Volunteering and Employability:** This pack will help with application forms and CV completion
  - **SkillCheck:** This software package is designed to help people identify their skills and produce a profile of jobs/volunteering suggestions.
- The following courses are accredited and are subject to availability*
- **STEPS to Excellence:** This workshop gives participants the opportunity to take a fresh look at their lives and see how much they are capable of achieving.
  - **Elementary Food & Health (REHIS):** This 2-day workshop will cover basic nutrition and eating for health; the relationship between food and well-being; and how to make dietary changes
  - **Food Hygiene (REHIS):** A two-day workshop for all who prepare or work with food.
  - **Introduction to Health & Safety (REHIS):** This workshop raises awareness of key health and safety issues in the workplace.
  - **Volunteering in Your Community (OCN):** This course covers the benefits of volunteering, equality, child protection, safe working practices and much more.

**Some organisations need to run police checks on people who want to be volunteers because they work with children and other vulnerable people.** *If you want to discuss this, please tick this box*

May we pass on some of your details to volunteer involving organisations as part of our service in trying to find a volunteer opportunity for you? Yes  No

**Signed**  **Date**

**Thank you for completing this form.**