 **Volunteer Registration Form**

*Heartbeat relies on help and support from a wide range of Volunteers and it is important to us that they enjoy their time with us and their experience is fulfilling and mutually beneficial. The registration process is an opportunity for both parties to discuss each other’s requirement and motivations – this is a two way process to obtain the best result for everyone. All information will remain confidential.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Tel:** |  |
| **E-mail:** |  | **Mobile:** |  |
| **Address:** | | | |

**How did you hear about Heartbeat?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Website** | **Word of mouth** | **Workshops/talks** | **Other, please indicate:** |

**Emergency Contact Details**

|  |  |
| --- | --- |
| **Emergency contact name** |  |
| **Relationship** |  |
| **Telephone Number** |  |

**Areas of Interest – please tick**

|  |  |  |
| --- | --- | --- |
| **Administration**  **Community events**  **Marshalling**  **Manning a stall**  **Handy man** | **Collecting collection boxes**  **Driving minibus/towing trailer**  **Store collections** | **Education (Delivering**  **Heartstart sessions, post training)**  **Fundraising e.g. sponsored event** |

**Previous experience (Paid or unpaid)**

|  |
| --- |
|  |

**Skills/Interests/hobbies**

|  |
| --- |
|  |

**Days available – please select**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **AM** |  |  |  |  |  |  |  |
| **PM** |  |  |  |  |  |  |  |

**Number of hours per day:**

**Do you have any support needs (We welcome Volunteers from all sections of the Community and will always do our best to accommodate an individual’s specific needs?)**

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**What happens next?**

Heartbeat works hard to ensure the health, safety and wellbeing of all of our Employees and Volunteers and we will:

* Register your information and store it CONFIDENTIALLY
* Match your requirements and skill to any Volunteers vacancies
* Request references and process CRB checks if appropriate
* Provide a role description setting out clearly the requirements of the role
* Give relevant induction, training and on-going development to ensure that you are part of the Heartbeat team
* Introduce a ‘Mentor’ to offer one to one support and guidance
* Provide necessary identify card and support information

**References**

Please supply the names and addresses of two referees who know you well, but not a relative

E.g. previous employer, neighbour, teacher, previous voluntary organisation

|  |  |  |  |
| --- | --- | --- | --- |
| **1st referee** | | **2nd referee** | |
| **Name** |  | **Name** |  |
| **Relationship to referee** |  | **Relationship to referee** |  |
| **Address** |  | **Address** |  |
| **Tel** |  | **Tel** |  |

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