

SECTION 3

Tell us why you would like to become a volunteer with the Hospice? Please tell us about any skills or experience you have which may be of benefit.

How did you hear about volunteering at Rossendale Hospice? (please circle)

| | | | |
|-----------------|------------------------|----------------------|---------------|
| Burnley CVS | Hospice Leaflet/Poster | From a friend/family | Hospice Event |
| Hospice website | Befriending Drop-in | Social Media | Other |

SECTION 4

AVAILABILITY

Reception duty: Monday to Friday each day is a split shift 9.30am to 12.30pm or 12.30pm to 4pm
Day Therapy duty: Tuesday, Thursday and Friday 10am - 3.00pm
Admin: Monday to Friday morning/afternoon
Charity Shop: Monday to Saturday am/pm

| | MORNING | AFTERNOON |
|--------------------|--------------------------|--------------------------|
| Monday | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday | <input type="checkbox"/> | <input type="checkbox"/> |
| Weekends (Sat/Sun) | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 5

- | | |
|---|----------|
| a) Can you make a regular commitment? | YES / NO |
| b) Are you available in the school holidays? | YES / NO |
| c) Are you available at short notice? | YES / NO |
| d) Do you own a vehicle and have a full, clean driving licence? | YES / NO |
| e) Do you have access to transport? (if 'No' to (d) above) | YES / NO |
| f) Have you suffered a bereavement in the past 12 months?* | YES / NO |

****Please note: If you have recently experienced bereavement, you may find volunteer work within the hospice environment difficult and we advise that you wait at least 12 months before volunteering with us. However, you may find our charity shop more suitable or assisting us with fundraising activities such as our collections and events, or helping in the office.***

Volunteer Application Form

No. RH21F08

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Implemented

SECTION 6

Befriending

Volunteer Befrienders visit somebody on a regular basis to provide some social interaction or to give their partner or carer a break. Befriending is flexible to suit the needs of the Befriender and Befriender and, as such, can be carried out from Monday to Sunday during daytimes and evenings. Due to lone working, Volunteer Befrienders must be aged 18 or over.

Day Therapy

Day Therapy provides holistic high quality specialist palliative care for our patients. The vast majority have a cancer diagnosis, although those with progressive life-limiting diseases can also attend. Duties will include serving refreshments and lunches, and generally giving attention and support to the patients. If you have any skills that may be of benefit to our patients please tell us.

Shift sessions: Tuesday, Thursday and Friday 10am – 3pm

Reception

We need Volunteers who are able to cover reception duties on a regular and an ad hoc basis. The duties include answering the telephone, taking messages, greeting visitors etc.

Shift sessions: Monday to Friday 9.30 a.m. – 12.30 pm or 12.30 p.m. – 4pm.

Fundraising Administration

The duties in the Fundraising department are varied and the sessions can be flexible. Tasks can include computer work, putting labels on penny pinching tubs and collection boxes and helping with general administrative tasks. Or, being part of 'Friends of Rossendale Hospice' groups in your local area, or holding a small event yourself.

Sessions: Monday to Friday either a morning or an afternoon within the department.

Volunteers are always needed to help with delivering posters, or merchandise to various outlets in the Valley, as well as store collections and bag packs or at any other fundraising event throughout the year. The bag packs and store collections could be held during a **weekday or at weekends and are usually on a two hour rota slot per person. i.e. 9 to 11am – 11am to 12 noon etc.**

Driver/Driver Escort

Ad hoc help is needed to cover for sickness and holidays. The driver or escort (support) driver will assist by picking up patients in the mornings to bring them to the Hospice, collecting lunches, and taking patients home in the afternoons. This involves either driving our second vehicle (a Galaxy) or accompanying our Hospice driver in the Hospice minibus. Full training will be given.

Charity Shop

To provide our customers with a first class service, ensure that the shop is clean and tidy and that the stock is regularly kept up to date. Sorting, preparing, and tagging stock prior to pricing.

Sessions: Monday to Saturday 9.00 am – 1.00 pm or 1.00 pm – 5.00pm

Other Voluntary Support

Ebay sellers are needed for our charity shop. This involves taking a photograph of the item and recording a description which is then sent to our Ebay Administrator who deals with feedback. Once the item has sold it is then packaged out and posted by the volunteer. We also require people to host Fundraising events, or make cakes for our annual cake sales which are held at the Health Care Centre.

Complementary therapists and Beauticians

Therapists provide massage, reflexology or other complementary therapies. Beauticians provide facials, manicures and pedicures for patients to give a sense of wellbeing. If you are qualified and have a few hours to spare.

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Rossendale Hospice, New Cribden House, Rossendale PHCC, 161 Bacup Road, Rawtenstall, Rossendale, BB4 7PL

Tel: 01706 253633

SECTION 7

Which area do you feel your skills and experience would be suited to?

- Day Therapy and/or Arts/Crafts
- Befriending
- Reception duties
- Administration/I.T
- Fundraising/Store Collections/Bag Packing
- Driver/Driver Escort
- Charity Shop
- Complementary Therapy

SECTION 8

In order to ensure you are placed and supported appropriately, it would be helpful to know if you have any health needs or require assistance in any way.

SECTION 9

Please supply names and addresses of **Two Referees (not family members)** and state in what capacity you know them. Please use your current/previous employer where applicable. *(Please give full address including phone number and email)*

Name: _____

Name: _____

Address: _____

Address: _____

Postcode: _____

Post Code: _____

Tel. No: _____

Tel. No: _____

Relationship: _____

Relationship: _____

Email: _____

Email: _____



ROSSENDALE HOSPICE
Registered Charity No. 1008228

Equal Opportunity Policy

Hospice in Rossendale is an equal opportunity employer. The aim of the policy is to ensure that no job applicant or employee receives less favourable consideration, regardless of sex, marriage and civil partnership, gender reassignment, religion or belief, sexual orientation, disability, race, age or national.

Selection criteria and procedures are checked to ensure that individuals are selected, promoted and treated on the basis of their relative merits and abilities.

All staff and volunteers are given equal opportunity and encouraged to progress within the Organisation.

Hospice in Rossendale is firmly committed to its Equal Opportunities Policy.

Please help us to monitor our selection procedure by ticking the appropriate boxes.

The information that you provide will be treated in the strictest confidence and will under no circumstances be shown to anyone other than the Chairman and the Trustees if applicable. This sheet will be separated from the application form before consideration of candidates takes place.

Thank you for your assistance.

Please refer to the questions on the next of this sheet

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SECTION 10

IN STRICT CONFIDENCE – PERSONNEL

EQUAL OPPORTUNITIES

Please note that should you not wish to answer any or all of the questions this will have no detrimental effect upon your application.

1. I would describe my ethnic origin as (please tick one box only)

- a) WHITE
- b) BLACK – CARIBBEAN
- c) BLACK – AFRICAN
- d) BLACK – OTHER

(Please specify) _____

- e) INDIAN
- f) PAKISTANI
- g) BANGLADESHI
- h) CHINESE
- i) ANY OTHER ETHNIC GROUP

(Please specify) _____

2. My sex is: MALE FEMALE

3. My marital state is: SINGLE MARRIED

DIVORCED/SEPARATED

SECTION 11

IMPORTANT PLEASE COMPLETE THIS SECTION

All Staff, including volunteers, may need a completed a Disclosure and Barring Service check. You will be given help with this if necessary. The Hospice is exempt from the provision of this Act under the (Exceptions) order 1975. You are therefore required to declare all criminal convictions including those which are spent. Any information will be treated in the strictest confidence.

What if I have a criminal record?

Having a criminal record does not automatically mean that you cannot volunteer with us. We recognise that potential volunteers with criminal records may fear that they will not be treated fairly because of them. Where a criminal record is disclosed we will always discuss this with you and make a decision based on the type of offence committed, how recently it occurred, your explanation of the circumstances of the offence and how relevant it is to the volunteer role you have applied for.

Guidance about when offences become spent can be found on the Ministry of Justice’s website or you can use www.disclosurecalculator.org or contact NACRO on 0207 840 6464

Have you ever been convicted in a court or cautioned by the police? **YES / NO** *(Please delete as appropriate)*

Are you the subject of an on-going criminal investigation or prosecution? **YES/NO**

Please enclose written details in a sealed envelope marked **Private & Confidential**.

GDPR Consent Notice

Rossendale Hospice updates supporters with hospice news, fundraising activities and charity shop offers on a monthly basis. To hear from Rossendale Hospice in the future, please tell us how you would prefer to receive this information – You can tick as many as you would like.

Email Post Telephone SMS

Rossendale Hospice respects you and your data. Your details will be kept on our mailing list until you notify us of any changes. We will ask you to refresh your details every 2 years. You can opt out at any time by emailing fundraising@rossendalehospice.org or by calling 01706 253633. If you would prefer not to receive any information from Rossendale Hospice please tick here

We will never pass your details on to any third-party for marketing purposes. You can find details of our privacy statement on our website at www.rossendalehospice.org.

PLEASE NOTE:

Rossendale Hospice is a non-smoking environment. Being a smoker does not mean you cannot be a Volunteer, only that you will not be allowed to smoke during your time here as a Volunteer.

Please sign and date the declaration below and return this form in the attached envelope. Thank you.

PLEASE SIGN BELOW

I declare that the information I have given is true and complete to the best of my knowledge.

Signed

Date

| | | |
|----------------------------|---|-------------|
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