

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.

SECTION 4

AVAILABILITY

Reception duty: Monday to Friday each day is a split shift 9.30pm to 12.30pm or 12.30pm to 4pm
Day Therapy duty: Monday to Friday each day is a split shift 9.30pm 3.00pm
Admin: Monday to Friday morning/afternoon,
Charity Shop: Monday to Saturday morning/afternoon
Befriending: Monday to Sunday morning/afternoon/evening

| | 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

Volunteers are an integral part of the Hospice.

Some work with patients in Day Therapy, others prefer clerical, reception or driving roles and many help by assisting with fund raising events organised by the Hospice. Most volunteers make a weekly commitment of around 3 hours or more but realise that this might not be possible for all volunteers – for this reason we are happy to consider job sharing, i.e. covering one weekly session between two people. Or alternatively, you may want to join our ad-hoc list of people who are prepared to be called upon, possibly at short notice, to cover sickness or other absence.

Befriending

Volunteer befrienders would carry out home visits to people, mainly elderly who may or may not have serious health problems, to provide some company or possibly just sit with them to allow their partner/carer to have a break. The befriender would not be expected to provide any personal care but might be asked to do small errands. 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.

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: Monday to Friday 9.30a.m. – 12 noon or 12 noon to 3.15pm

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 p.m. or 12.30 p.m. – 4.30 p.m.

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 a.m. –1.00 p.m. or 1.00 p.m. –5.00p.m.

| | | |
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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**

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 inc phone number and email)*

Name _____

Name _____

Address _____

Address _____

Post Code _____

Post Code _____

Tel No: _____

Tel No: _____

Relationship _____

Relationship _____

Email: _____

Email: _____

| | | |
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SECTION 10

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**.

Data Protection Act

Any information given will be retained on a computer for reference purposes only.

PLEASE NOTE:

Rosendale 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 pre-paid 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

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

Burnley CVS

Hospice Leaflet/Poster

From a friend/family

Hospice Event

| | | |
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