

# WILLOW WOOD HOSPICE

## CONFIDENTIAL VOLUNTEER APPLICATION FORM

SURNAME.....TITLE..... FIRST NAME.....  
ADDRESS..... TEL NO (DAY).....  
..... TEL NO (EVE).....  
..... MOBILE.....  
POSTCODE..... DATE OF BIRTH.....  
EMAIL ADDRESS .....

ETHNIC ORIGIN .....

**EMERGENCY CONTACT.** Please supply us with following details.

NAME.....  
ADDRESS..... RELATIONSHIP.....  
..... CONTACT NO.....

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### **HEALTH/DISABILITY DECLARATION.**

All volunteers are required to complete a confidential health form to ensure that you have no health problems that might affect the voluntary placement you are offered. If you have had any serious operations or illnesses or are disabled this will not bar you from volunteering but please tell us so we can accommodate them.

I have read and agree to adhere to the above. Please also read reverse of form before signing.

Signed..... Dated.....

**REFEREES** - Please give the names and addresses of two people (not family) who know you well and could provide a reference for you.

NAME ..... NAME .....

ADDRESS..... ADDRESS.....

.....

POSTCODE..... POSTCODE.....

TEL NO..... TEL NO.....

For insurance purposes, we are regrettably unable to accept applications from Volunteers under the age of 16, and over the age of 75.

Do you drive?  Yes  No

Please give details of any relevant experience you may have to your choice of work within the Hospice:

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Laundry  Arts & Crafts  Gardening

Hairdressing  Office work  Flower Arranging

Volunteer Driver  Catering  Fund Raising

Hydrotherapy Pool Helper  Chaplaincy

Complimentary Therapies (please specify) **Certification of training must be provided.**

Receptionist – 3 shifts. 8-30 – 1-00 pm, 1-00 pm – 5-00 pm, 5-00 pm – 8-30 pm, (incl weekend)

Ward Clerk – 1 shift. 9-00 - 1-00 pm (incl weekend)

Ward Assistant - 1 shift 5-00pm – 7.30pm (incl weekend)

Shops - please specify which location. Ashton/Stalybridge/ Denton/Droylsden/Hyde/Glossop

Day Hospice Helper 10-00 – 3-00pm (Mon-Fri)

Tea Bar Magistrates Court 9-30 – 2-00pm

#### BEREAVEMENT

Due to the sensitive nature of work at Willow Wood Hospice, it is felt that the reasonable length of time for the bereavement process to reach its conclusion is 1 year: during this time we do not employ voluntary workers within the Hospice. **(The bereavement policy does not apply to the shops)**

#### REHABILITATION OF OFFENDERS

Volunteers should note that because of the nature of the work for which you are applying, posts are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. This means applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. If you are accepted to undertake voluntary work and fail to disclose such convictions, this could result in your dismissal. Any information given will be completely confidential and will be used only in determining whether a particular voluntary placement is appropriate.

**ALL APPLICANTS ACCEPTED FOR WORK WITHIN THE HOSPICE WILL BE SUBJECT TO A CRIMINAL RECORDS BUREAU DISCLOSURE CHECK.**

#### CONFIDENTIALITY

From time to time volunteers may obtain personal information about patients, staff and other volunteers. Volunteers must not disclose such information outside the Hospice during and after their voluntary service. Failure to adhere to this may result in your voluntary work being terminated.

#### HEALTH & SAFETY

Volunteers are subject to the regulations of the Health & Safety at Work Act, which means that if, whilst doing your voluntary work, you have an accident or see a potential accident, you must report it to the member of staff in charge or to the Volunteer Co-ordinator.

Return completed form to:  
Volunteer Co-ordinator, Willow Wood Hospice, Willow Wood Close, Mellor Road,  
Ashton-under-Lyne, OL6 6SL. Telephone 0161 330 1100