



**Westminster**

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**Registered Charity No. 1018300**

Dear Applicant

Thank you for enquiring about voluntary work with Age Concern Westminster. I enclose some information about our volunteer projects and an application form.

There are many voluntary opportunities with Age Concern Westminster, all of which help the older people of Westminster - either directly or indirectly. Please see enclosed information sheet for more details.

If you feel you would like to volunteer, please complete the enclosed application form and return it to me. It would help us if you would complete the form as fully as possible to give us an idea of your interests and experience. In accordance with Age Concern Westminster's Equal Opportunities policy, we would be grateful if you would also complete the Equal Opportunities Monitoring Form as well, although this is optional. All information regarding your application is kept confidential.

I look forward to receiving your application form and as soon as I have received your references I will contact you to arrange a time and date for us to meet.

If you have any questions about volunteering please feel free to contact me. I look forward to hearing from you.

Best Wishes

Rachael Glover  
HR Support Officer



**INVESTORS  
IN PEOPLE**



**Age Concern Westminster  
Equal Opportunities Monitoring Form**

1 How would you describe your ethnic origin? *(Please tick one of the following):*

White British  White Irish  White other  Chinese

Black British  African  Caribbean  Mixed

Asian British  Indian  Bangladeshi  Pakistani

Other ethnic category  Please specify: .....

Please give more information about your ethnic origin if you think it would be helpful to us to improve our services (eg language spoken)

2 Age

3 Male/Female *(delete as appropriate)*

4 Do you have a disability?

Are you registered disabled?

Are there any further details about your disability which you think it would be helpful for us to know?

5 Is there any further information which you would like to give about yourself which would help us improve our services and promote equal opportunities?

6 What do you think of this monitoring form?

## VOLUNTEER APPLICATION FORM

NAME:	D.O.B
ADDRESS:	Tel. No. Home:
	Work:
	Mobile:
POSTCODE:	Email:

The following list covers the type of requests for voluntary work that we receive. Please tick any of these which are of interest to you.

<input type="checkbox"/> Befriending	<input type="checkbox"/> Window cleaning
<input type="checkbox"/> Wheelchair pushing	<input type="checkbox"/> Decorating
<input type="checkbox"/> Escorting locally	<input type="checkbox"/> Gardening
<input type="checkbox"/> Escorting day trips	<input type="checkbox"/> Transporting-car
<input type="checkbox"/> Charity Shop work	<input type="checkbox"/> Clubs
<input type="checkbox"/> Check visiting	<input type="checkbox"/> Fund-raising
<input type="checkbox"/> Office duties	<input type="checkbox"/> General odd jobs
<input type="checkbox"/> Other area of interest, please specify:	
Please give details of your availability: (hours, days, frequency etc)	

If previously employed, please could you tell us about your work experience/skills?

Please could you tell us about other relevant experience, including voluntary work, related to the type of voluntary work you seek with Age Concern.

What are your other skills/interests/ hobbies/languages?

### How did you hear about us?

<input type="checkbox"/> In the Shop window	<input type="checkbox"/> From another volunteer	<input type="checkbox"/> Volunteer Bureau
<input type="checkbox"/> Advertisement	<input type="checkbox"/> ACW client	<input type="checkbox"/> Staff at ACW
<input type="checkbox"/> From a friend		<input type="checkbox"/> Other, please specify

Is there anything in your medical history which may affect your ability to volunteer?  
If yes, please give details:

Please tell us about any qualifications you may have e.g: certificates, GCSE/A Level, NVQ.

Have you ever been convicted of a crime? YES / NO. If yes, please give details:

**REFERENCES**

Please provide us with TWO references. One should be a person who has known you in a formal way for at least one year, the other can be a personal friend. Please do not use a relative.

Name: Address: Postcode: Email: Relationship to you: Daytime Tel. No:	Name: Address: Postcode: Email: Relationship to you: Daytime Tel. No:
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Emergency Contact Details:  
Name:  
Relationship to you:  
Address:  
Telephone number:

Please use this space to write any other information which you feel may be relevant?

Are you related to any Age Concern Westminster staff, volunteers or members of the Executive committee? Yes  No

If yes, please state the name of the person and the relationship: (please note- relationship includes blood, lawful or close personal, for example, partner)

DECLARATION - I declare that the information on this form is true and correct to the best of my knowledge.

SIGNED: ..... DATE: .....

## Volunteer Opportunities

### **Befriending**

This service seeks to relieve the isolation of lonely, housebound older people. Volunteers visit elderly people regularly at their homes. Activities such as 'tea and chat' and 'going out for a walk' are most common. Volunteers could occasionally be asked to undertake other activities such as escorting the client to the shops or going with them to the theatre.

### **Escorting**

Accompanying an older person to an appointment (e.g. doctor, hospital or dentist) to offer moral support. This requires the volunteer to stay with the older person and ensure that they get home at the end of the appointment.

### **Retail staff**

We have two charity shops which raise money to help fund our services to older people. The volunteer work involves sorting and pricing clothes and maintaining the shop premises and window displays.

### **Reception staff**

This involves answering the office phones, dealing with queries and booking appointments with our staff.

### **Gardening and Odd jobs**

Volunteers can carry out gardening and one-off tasks for older people. One-off tasks vary from assembling furniture to opening letters.

Other volunteering opportunities may also arise.