



**Westminster**

**23-25 Praed Street  
London W2 1NJ**

**Tel 020 3004 5612**

**Fax 020 7402 3332**

**Email: [srousseau@acwestminster.org.uk](mailto:srousseau@acwestminster.org.uk)**

**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 and will not be taken into consideration during the application process. 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,

Stephanie Rousseau  
Volunteer Coordinator



**INVESTORS  
IN PEOPLE**



## Equality and diversity monitoring

**1. To which of these groups do you consider you belong? (Mark one box only)**

A. White British  English  Scottish  Welsh

Any other White background, please indicate:

B. Mixed

White & Black Caribbean  White & Black African  White & Asian

Any other Mixed background, please indicate:

C. Asian

Asian British  Asian English  Asian Scottish  Asian Welsh   
Indian  Pakistani  Bangladeshi

Any other Asian background, please indicate:

D. Black

Black British  Black English  Black Scottish  Black Welsh   
Caribbean  African

Any other Black background, please indicate:

E. Chinese

Chinese British  Chinese English  Chinese Scottish   
Chinese Welsh   
Chinese

Any other Chinese background, please indicate:

F. Other/Prefer not to say

Other, please indicate:

Prefer not to say

**2. Gender**

Male  Female  Transgender

**3. How would you describe your religion or belief?**

Buddhist  Christian (all denominations)  Hindu   
Jewish  Muslim  Sikh   
No religion  Prefer not to say  Other

**5. How would you describe your sexual orientation?**

Bisexual  Gay man  Gay woman/lesbian   
Heterosexual/Straight   
Other, please indicate: \_\_\_\_\_ Prefer not to say

**6. Date of birth**

**Age**

**7. Declaration of criminal convictions**

Have you ever been convicted of a criminal offence?

Yes  No

If yes, please ensure you give details on the attached application form.

**8. Do you consider yourself to have a disability?**

*The Disability Discrimination Act (1995) covers any individual who has a physical or mental impairment, which has substantial long-term adverse affect on his or her ability to carry out normal day to day activities. You do not need to be registered disabled to be covered by the Act.*

Yes  No

## Volunteering 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 wheelchair pushing, 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. These are located on Praed Street and Harrow Road.

### **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.

### **Office Duties**

From time to time, voluntary positions come up in the office. Although there are no set voluntary roles in the office, opportunities sometimes arise for general administration work, IT work, helping the Information and Advice team, or helping to coordinate our outreach services.

Other volunteering opportunities may also arise.

**NB. Please bare in mind that any positions that involve working alone with our service users will require you to complete a CRB check. You will not have to pay for this, but CRB checks to take a while to come back, so please do not expect to be able to start volunteering immediately.**

## VOLUNTEER APPLICATION FORM

Please fill in **ALL** sections of this form. Failure to fill out all sections may lead to a delay in the recruitment process.

<b>Name:</b>	<b>Telephone (home):</b>
<b>Address:</b>	<b>Telephone (mobile):</b>
<b>Postcode:</b>	<b>Email:</b>

The following list covers the type of requests for voluntary work that we receive. Please tick any of these that interest you. Some opportunities may require you to already have specific skills. Please see descriptions below for more information.

<b>Befriending</b>	<b>Working in our Hubs</b>
<b>Escorting locally</b>	<b>Gardening</b>
<b>Escorting day trips</b>	<b>Decorating</b>
<b>Cheque visiting</b>	<b>Charity Shop work</b>
<b>Window Cleaning</b>	<b>Office duties</b>
<b>Transporting by car</b>	<b>General Odd jobs</b>
<b>Wheelchair pushing</b>	<b>Fund-raising</b>

**Other area of interest, please specify:**

**Details of your availability:**

**If previously employed, please could you tell us about your relevant work experience (including voluntary work) and skills?**

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

**Please tell us about any qualifications you may have, for example certificates, degrees, GCSE/A Level, NVQ.**

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

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

**Have you ever been convicted of a crime? If yes, please give details:**

**Are you legally entitled to work in the UK?**

## **References**

**Please provide us with TWO references. One should be a person who has known you in a FORMAL WAY (i.e. a previous employer, teacher or lecturer or a doctor) for at least one year, the other can be a personal friend. Please do not use a relative.**

<b><u>Formal Reference</u></b>	<b><u>Personal/Formal Reference</u></b>
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Daytime tel. no.:</b>	<b>Daytime tel. no.:</b>
<b>Email address:</b>	<b>Email address:</b>

<b><u>Emergency Contact Details</u></b>	<b><u>Doctors Details</u></b>
<b>Name:</b>	<b>Name:</b>
<b>Telephone no.:</b>	<b>Address:</b>
<b>Relationship to you:</b>	<b>Telephone no.:</b>

**Are you related to any Age Concern Westminster staff, volunteers or members of the Executive Committee? If you are, please state the name of the person and the relationship (please note, relationship includes blood, lawful or close personal eg, a partner):**

<b><u>How did you hear about us?</u></b>	
<b>In the shop window</b>	<b>ACW client</b>
<b>Advertisement</b>	<b>Volunteer Bureau</b>
<b>From another volunteer</b>	<b>ACW staff</b>
<b>From a friend</b>	<b>Other, please specify:</b>

**Declaration**

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

**SIGNED: \_\_\_\_\_**