

Volunteer Application



Personal Information

Name		
D.O.B.		
Gender	Male / Female	
Street Address		
City, Postcode		
Phone Numbers	Home:	Work/Mobile:
E-Mail Address		
Do you have a criminal record?	Yes / No	If yes, give details _____

Availability

How many hours are you available for volunteer assignments?

_____ hours per _____ Other _____
week/month/year

Interests

Tell us in which areas you are interested in volunteering

Website/Catnap

Meetings

Governance

Fundraising

Marketing

Finance

Raising Awareness

____ Other – Details _____

Special Skills or Qualifications

Summarise special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarise your previous volunteer experience.

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References – provide details below

Please provide one referee from your current/most recent employment, and one personal referee.

Name	
Street Address	
City, Postcode	
Home Phone	
Work Phone	
E-Mail Address	
Name	
Street Address	
City, Postcode	
Home Phone	
Work Phone	
E-Mail Address	

Person to Notify in Case of Emergency

Name	
Street Address	
City, Postcode	
Home Phone	
Work Phone	
E-Mail Address	

Any other relevant information about yourself?

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Identification

You are required to supply the following so we can check your identification and provide you with an identification card.

- One passport sized photo.
- Two forms of identification, photocopies only. One must be a passport or photo driving licence, and the other must be an utility bill no more than 3 months old (a mobile phone bill is not acceptable).

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organisation to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

CONFIDENTIALITY AGREEMENT

The Agreement is made on the ____ day of _____ 20____

Between:

(a) Narcolepsy UK ("NUK"); and

(b) Volunteer's Full Name _____ ("the Volunteer")

WHEREAS NUK may provide to the Volunteer from time to time Confidential Information (including but not limited to printed matter, software or data) which is identified as being confidential and which may contain confidential intellectual property belonging to NUK ("the Confidential Information")

In consideration of NUK supplying this Confidential Information the Volunteer hereby agrees:

- a) Not to use such Confidential Information for their own benefit or for the benefit of any other third party;
- b) Not to disclose or divulge any Confidential Information in any way to a third party other than to such NUK employees (which term shall encompass both paid staff and volunteer staff of whatsoever nature) who are directly required to utilise the information and to ensure that such employees are aware of and comply with these obligations of confidentiality;
- c) Not to use, copy, adapt, alter, disclose or part with possession of the Confidential Information or apply the Confidential Information for any purpose other than for the purpose for which it was provided;
- d) To provide proper and secure storage for such Confidential Information in tangible form whilst in their custody power or control;
- e) Upon the request of NUK, to destroy or procure the destruction of the Confidential Information.

The provisions of this Agreement shall not apply to any information which is already in the public domain or is disclosed to the Volunteer by a third party who is free to divulge the information.

This Agreement shall remain in force for a period of five years and shall continue for a further period of two years from the date of last disclosure of further Confidential Information.

This Agreement represents the entire understanding between the two parties in the matter of Confidential Information. No waiver or amendment of any of the provisions of this Agreement shall be valid unless the waiver or amendment is made in writing and signed by the duly authorised representatives of both parties.

The validity, construction and performance of this Agreement shall be governed by the Law of England.

IN WITNESS whereof the parties have caused this Agreement to be executed by their duly authorised on the date first above written.

Signed by the Volunteer:

_____ Print Name _____ (This should be signed by the Volunteer themselves)

Date _____

Signed for and on behalf of Narcolepsy UK

_____ Print Name _____

Title _____ Date _____

VOLUNTEER AGREEMENT

VOLUNTEER NAME _____ **PLEASE PRINT**

This Volunteer Agreement describes the arrangement between Narcolepsy UK and you. We assure you of our appreciation of your volunteering with us, we will do our best to make your experience enjoyable and rewarding.

Your role as a Volunteer is as _____ and starts on _____.

This volunteering role is intended to _____.

We, **Narcolepsy UK ("NUK")**, will do our best :

Induction and training

- To provide a thorough induction on the work of Narcolepsy UK, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook also provides details of NUK.

Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

Health and safety

- To provide adequate training and feedback in support of our Health and Safety Policy, a copy of which is in the Volunteer Handbook.

Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us

Equal opportunities

- To ensure all volunteers are dealt with in accordance with our Equal Opportunities Policy, which is set out in the Volunteer Handbook.

Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, we offer the opportunity to discuss this using procedures laid out in the Volunteer Handbook.

Expenses

Expenses are not paid unless they are unusual and only if prior agreement has been given by two Directors

- Please keep all your receipts to give to us in this instance.

You, the Volunteer

agree to do your best:

- To help Narcolepsy UK fulfil its aims;
- To complete all the training process;
- To keep all premises tidy and replace all items back in their proper place;
- To read all notices, memos, emails and other communications issued by Narcolepsy UK;
- To attend General Volunteer meetings as requested (in practice this is unlikely to happen face-to-face, more likely by Skype);
- To ensure that Narcolepsy UK holds accurate records of your address, phone numbers, email address.
- To perform your volunteering role to the best of their ability;
- To follow the organisation's procedures and standards (as in the Volunteer Handbook), in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To appreciate that any intellectual property rights applying to any items you produce in relation to this business will automatically become the property of Narcolepsy UK;
- To meet time commitments and standards mutually agreed, and give reasonable notice for other arrangements to be made not;
- To provide referees who may be contacted, and to agree to an Enhanced Criminal Records Bureau check being carried out.

PO Box 701, Huntingdon, Cambs, PE29 9LR

Narcolepsy UK is a limited company, registered in England, No 07790071
at Prentis & Co LLP, Chartered Accountants, 115c Milton Road, Cambridge CB4 1XE
Charity Registration No: 1144342. Scottish Charity No: SC043576
Tel: 0345 4500394, www.narcolepsy.org.uk

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party, although we would appreciate reasonable warning should you intend to stop Volunteering and we would offer the same courtesy. Neither of us intend any employment relationship to be created either now or at any time in the future.

Signed _____ Name of Volunteer

Date _____