

**VOLUNTEER REGISTRATION FORM**

Hedge End Town Council are committed to providing a safe and healthy environment for all its volunteers. We expect you, the volunteer, to contribute positively to this environment by respecting our policies, procedures and practices.

**All volunteers must be 18 years and over or provide guardian consent.**

**Volunteering activity you are interested in:**

- Cemetery
- Conservation
- Events
- Youth

PLEASE USE BLOCK CAPITALS TO COMPLETE THE PERSONAL INFORMATION REQUESTED BELOW  
(All information will be treated in the strictest confidence)

**Your details:**

Name	
Address	
Postcode	
Telephone	
Email	
Date of Birth	

**Emergency contact details:**

Name	
Relationship to you	
Telephone	

Please provide some information about yourself and why you are interested in volunteering with the Council.

How did you hear about this volunteering opportunity?

Occasionally the Town Council will take photographs of the activities undertaken by the Volunteers for publicity. Are you happy for us to use any photographs of you for this purpose?

**PLEASE CIRCLE AS APPROPRIATE** YES NO

**Health and Welfare**

Is there any work you may find difficult for health reasons?

**PLEASE CIRCLE AS APPROPRIATE** YES NO

(if yes please provide details in the box below)

Are you taking any medication that a first aider or doctor would need to be aware of?

**PLEASE CIRCLE AS APPROPRIATE** YES NO

(if yes please provide details in the box below)

Is there any information we may need to ensure your safety: (e.g. colour blindness, hearing impairment)?

**PLEASE CIRCLE AS APPROPRIATE** YES NO

(if yes please provide details in the box below)

Continue on separate sheet if required

Where a volunteer is working with Children, Young People or Adults at risk there will be additional checks undertaken including two references and a Disclosure & Barring Service (DBS) check.

I can confirm that to the best of my knowledge the information given is correct and that I know of no reason why I should not participate in volunteering activities.

I consent to my personal details supplied on this form being used by Hedge End Town Council in line with the GDPR Policy<sup>1</sup>

I can confirm that I have read and understand the HETC Volunteer Policy & Role Description.

**PLEASE NOTE MOST COMMUNICATION WILL BE VIA EMAIL ONCE REGISTERED AS A VOLUNTEER, SO IT IS IMPORTANT WE HOLD AN UP-TO-DATE EMAIL ADDRESS FOR YOU.**

Signature.....

Date.....

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<sup>1</sup> *In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, our volunteers, of the types of data we process about you. We also include within the notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. The notice can be accessed via the website at <https://www.hedgeend-tc.gov.uk/>*

**References**

Reference checks are a standard part of our volunteer selection process when volunteers will come into contact with Children, Young People and Adults at risk. Please provide the name and contact details of two people who are not family members and who are willing to act as referees for your chosen voluntary role. One reference should come from an employer, former employer, school or volunteer organiser.

**Referee 1**

Name	
Address	
Postcode	
Telephone	
Email	
Relationship to yourself	

**Referee 2**

Name	
Address	
Postcode	
Telephone	
Email	
Relationship to yourself	