

ADAPT KERRY WOMEN'S REFUGE & SUPPORT SERVICES

VOLUNTEER APPLICATION FORM

Thank you for your willingness to volunteer with ***Adapt Kerry Women's Refuge & Support Services***. In order to consider your potential involvement, you need to complete this Volunteer Application Form in Block print and sign it. All information supplied by you will be securely stored and will only be shared with individuals who need to see it as part of their duties.

Contact Details:

First name(s): _____

Last name: _____

Address: _____

Telephone number: _____ Mobile number: _____

Email: _____ Preferred means of contact: _____

Are you currently (please circle):

In full-time employment

Full-time Student

Home Maker

In part-time employment

Part-time Student

Retired

Which answer(s) best describe why you want to be a volunteer? (Please place an X beside all that apply):

I want to help people who are less fortunate than me

I have spare time on my hands during the day

I am currently between jobs and want to keep active

I am retired or unemployed and want to help and meet people

I have professional skills/experience which I feel could be valuable to your service

I think a volunteer role will help with my college course or my career

I need to do a number of volunteer hours for my school/college course

I have personally experienced domestic abuse myself in the past and feel that I have a good understanding of what clients of your service are going through and I would like to give something back

I know someone who experienced domestic abuse and was helped by your service

Which volunteer role interests you in particular from the list provided?

What is your anticipated availability? Please specify which dates suit you best:

	Daily	Weekly	Fortnightly	Monthly
Morning				
Afternoon				
Evenings				
Weekends				

Please specify if you have any specific requirements (physical or otherwise) which we should be aware of in relation to your undertaking a volunteer role with us:

Have you been involved in voluntary work before? Yes/No

If “Yes” please give details:

Education/Skills/Work/Life Experience which you consider to be relevant:

Current Occupation (if applicable):

Have you ever committed a Criminal Offence? Yes/No

If “Yes” please specify details of the offence below:

Is there any pending criminal prosecution/proceeding against you? Yes/No

If “Yes” please provide details:

Please Note: Two references should accompany this application. If this is not possible, please supply the contact details of two referees below (these may be employment or character references):

Reference 1:

Name: _____

Address: _____

Tel: _____

Email: _____

Relationship to you: _____

Reference 2:

Name: _____

Address: _____

Tel: _____

Email: _____

Relationship to you: _____

ADAPT Kerry Women's Refuge & Support Services welcomes volunteers to our organisation and greatly values the contributions made by volunteers to our services. **Client confidentiality and safety** are of utmost importance to us at all times. Background checks will be carried out on all potential volunteers with this in mind. References, together with our own assessment of suitability will determine volunteer placements.

Please note that Garda Vetting may also be a requirement for some roles within the organisation.

- I certify that the information given is true to the best of my knowledge. I understand that deliberate misrepresentation, inappropriate behaviour or false information may result in an offer of a placement being withdrawn.
- I agree to cooperate with **Adapt Kerry Women's Refuge & Support Services** screening checks, including Garda Vetting, if so required before and/or during my placement with **Adapt Kerry Charity Shop**.
- I agree to respect and act in accordance with **Adapt Kerry Women's Refuge and Shop Services Charter for Effective Volunteering**, and the organisation's policies and procedures.
- I confirm that nothing within my personal or professional background makes me unsuitable as a volunteer within a family based volunteer opportunity engaged in caring for and working with children.
- I agree to respect and uphold the shops policy of "buy from the shop not from the stock".
- I am aware that the first day of volunteering is a trial period and in no way secures a volunteering position.

Signature _____

Date _____

Volunteer Selection Procedure:

1. All volunteers must fill out a volunteer application form which must include two referees names with address and contact number.
2. Volunteers will be invited to meet with the General Manager
3. If successful in his/her application, a volunteer may be required to successfully complete required training for specific roles

Please return your completed Application Form:

Manager
ADAPT Kerry Shop
Matt Talbot Road,
Tralee
County Kerry
(066) 7120643

Or email: charityshop@kerryrefuge.com

FOR OFFICE USE ONLY	
Volunteer Position:	_____
Screening Methods used:	_____

Selection Decision:	_____
Start/Orientation Date:	_____
Training Needs:	_____

Training Date:	_____