**Mind in Harrow Volunteer Application Form**

|  |  |
| --- | --- |
| Surname: | Full First Names: |
| Telephone No. (mobile): | Telephone No. (landline home/work): |
| Email: | Are you aged 18 yrs or over? Y / N  *(please circle)* |
| Address: | |
|  | Postcode: |
| Preferred Method of Contact:  *(please circle)* | email / mobile / home phone / work phone / sms / post |
| Gender: Male / Female / Other | D.O.B: |

|  |
| --- |
| Please state which Mind in Harrow projects you are interested in volunteering with: |
| How did you hear about us? |
| Language(s) spoken other than English (please say how fluently): |
| Please say briefly why you want to be a volunteer at Mind in Harrow: |
| Please outline your previous work experience - this could be as a paid worker or as a volunteer. Please include any experience you have of supporting people in mental or emotional distress. *(Continue on a separate sheet if necessary)* |
| What do you feel you could bring to this volunteering opportunity? Please relate your answer to the project you are interested in. |
| Are you aware of anything that may prevent you from fullfilling your commitment to be a volunteer with Mind in Harrow (e.g. childcare duties, a particular health problem)? |

**References**

Please give names and addresses of two people to whom we may apply for references. They should have known you for at least two years and be able to speak about your suitability as a Mind volunteer. They should not be related to you or living with you. One referee should be someone who has known you in a professional capacity, such as an employer or support worker etc.

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |
| Name: |  | Name: |
| Address: |  | Address: |
|  |  |  |
|  |  |  |
| Telephone: |  | Telephone: |
| Email: |  | Email: |

**DBS Checks (Disclosure & Barring Service)**

Because Mind in Harrow works with vulnerable people, it is our policy to carry out DBS checks on all staff, trustees, and volunteers. We comply with the DBS Code of Practice and undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. A copy of our *Recruitment of ex-offenders* policy is available on request. We encourage all applicants to provide details of any criminal record at the earliest stage in the application process. We request that this information be sent under separate, confidential cover to the CEO at Mind in Harrow, and we guarantee that it will only be seen by those who need to see it as part of the recruitment process.

**Mind in Harrow confidentiality statement**

By completing this application form you give permission for Mind in Harrow to hold information about you relating to the project(s) you are involved in, and to share information about you with other organizations for purposes of safeguarding and emergencies for your safety or the safety of others. At no time will your personal information be passed to organisations for marketing or sales purposes.

**Data Protection**

**How we process the information you provide**

* Mind in Harrow is a Data Controller, which means we are responsible for processing your personal information in electronic or paper formats.
* We will treat your personal information as confidential.
* Your personal details will not be given to anyone else without your prior consent, except where the law allows, and will not be sold to anyone.
* We will keep your electronic and/or paper records for reference in order to support you as a volunteer and for audit purposes for as long as legally required.  Your volunteer record(s) may be used for anonymous statistical reports to funders.
* If your volunteer record(s) contain sensitive personal information about you, we will ensure these have the right level of security.
* Please contact us or see our website for details for our Privacy Policy, which can be viewed at [http://www.mindinharrow.org.uk/privacy-statement.asp](http://www.mindinharrow.org.uk/privacy-statement.asp#) . If you are concerned about the confidentiality of your personal information, please contact us by phone on 020 8426 0929 or email [info@mindinharrow.org.uk](mailto:info@mindinharrow.org.uk)

**Declaration**

I apply to be a volunteer with Mind in Harrow, and I consent for Mind in Harrow to process personal information about me as described above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer signature** | | | |
| Volunteer signed |  | Date |  |
| Volunteer  name |  | | |

Thank you for applying to be a Mind in Harrow Volunteer

Please return the completed form to:

**Mind in Harrow**

**First Floor, 132 - 134 College Road, Harrow, Middlesex, HA1 1BQ**

**info@mindinharrow.org.uk**