

Volunteer Application Form



Full Name			
Telephone		Mobile Number	
Email Address			
Postal Address			
Post Code			
Who can we contact in an emergency?			
Name			
Tel/Mobile		Relationship	

Availability and options

Shifts are generally 2½ hours long and the shop hours are:

Mon to Fri 8.30am to 6.00pm, Saturday 9.00am to 1.00pm, ~~Sunday 9.00am to noon~~

You may wish to work weekly, fortnightly, do a regular time slot each week or fill in where needed, the choice is yours! For those wishing to be flexible on days and times but work weekly or fortnightly, Pam usually calls on the Monday morning the week before the shift she is arranging to ascertain availability

Flexible <input type="checkbox"/> or <i>For info: 2 volunteers generally cover each shift + Shop Manager and/or Assistant for majority of time</i>	Set day/time	8.00 – 10.30	10.30 – 1.00	1.00 – 3.30	3.30 – 6.00	
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
		8.30-11.00	11.00-1.00		8.30-10.30	10.30-noon
	Saturday			Sunday		

Even though you may prefer a week day would you be happy to work an occasional weekend shift?

Any comments:

Are you under 18 years of age? Yes No Under 18s will need to work with an adult

Do you have any health issues we should be aware of? Yes No

If Yes, give details:

Do you have any special requirements or needs that we should be aware of? Yes No

If Yes, give details:

Smoking Volunteers should be aware that there is NO smoking on shop premises

Confidentiality In the interest of business security volunteers are required not to discuss publicly anything relating to shop business matters or the shop finances.

Data Your details will be kept in accordance with the Data Protection Act 1998/2003. They will be held securely and confidentially – accessed only by authorised personnel.

Contact Details Our Rota co-ordinator Pam arranges the weekly shifts and contacts volunteers by phone. Occasionally volunteers need to contact each other. Therefore volunteers' telephone numbers will be shared amongst volunteers. If you do not wish your contact details to be on the list, please inform the shop manager.

Signed:

Date: