



Charity number: 1126381

Please read these notes before and whilst you are completing our Grant Application form to ensure that all our questions are answered correctly so that we can assess your application without delay.

For further advice, call 0752 713 7778.

Introduction

Helping Hands in Tadley is a local charity raising money through donations from the community of Tadley for the benefit of the community of Tadley through clubs and organisations in Tadley.

The main income of Helping Hands in Tadley comes through its shop in Franklin Avenue which is run by one paid shop manager along with many volunteers. Without these volunteers, the charity would not survive.

The charity is backed up by a selection of Trustees made up mainly of business people based in Tadley.

Who can Volunteer?

Any person aged 16 and over can volunteer, all volunteers are greatly thought of due to the time and dedication they offer to Helping Hands in Tadley. If you feel that you would like to be part of this, do not hesitate to fill in our Volunteer Application Form.

How to apply to be a Helping Hands in Tadley Volunteer

Fill in our Volunteer Application Form using the notes below and return it to:

Strictly Private and Confidential
Volunteers Applications
Helping Hands in Tadley
66 Franklin Avenue
Tadley
Hants RG26 4ET

All the information contained on the application form will be treated as strictly Private and Confidential.

Only Trustees and the Shop Manager has access to this information.

Guidance Notes for Applying to be a Volunteer

Please continue on a blank sheet of paper for additional information relating to the following questions

1. Your Personal Details:

- | | |
|-----|--|
| 1.1 | Enter your status – Mr / Mrs / Ms / Miss / etc. |
| 1.2 | Enter your first name. |
| 1.3 | Enter your middle names. |
| 1.4 | Enter your surname. |
| 1.5 | Enter your home address. |
| 1.6 | Enter your home telephone number. |
| 1.7 | Enter your mobile telephone number. |
| 1.8 | Enter your marital status. |
| 1.9 | For our statistics, please place a tick against your age group. We have an Equal Opportunities Policy and do not discriminate against age. |

2. Application Details:

- 2.1 Enter how or where you heard about us.
- 2.2 Indicate with a tick which mornings and afternoons you are available to volunteer. Currently, the shop is closed all day on Wednesdays and Saturday afternoons, but this could change in the future.
- 2.3 Indicate with a tick which areas you have an interest in or already have experience at. If you feel that you could offer help in other areas, please give details.

3. Reference Details:

- 3.1 Enter a name of a referee we may contact about this application.
- 3.2 Enter the address of the referee.
- 3.3 Enter the telephone number of the referee.
- 3.4 Enter how you know the referee.

4. Declaration:

Please sign a 4. on the application form that the information you have given in the application is correct and complete to the best of your knowledge and belief.

Now send your application to the address overleaf. We will get back to you as soon as we can.

5. This section is for our OFFICE USE ONLY.

6. Medical Conditions and Emergency Contact Details:

- 6.1 Enter any details of Medical Conditions or Special Needs / Access requirements you may have.

We need to be aware that you have medical conditions in case of an emergency.

With special needs and access requirements, we need to know what support we need to give.
- 6.2 Enter the name, address and telephone contact numbers of the person you wish us to contact in the event of an emergency, along with your relationship to this person.
- 6.5 This information is held by the Shop Manager and Trustees for in the event for an emergency.
- 6.6 You can also enter the details of a second person you may wish us to contact in the event of an emergency.
- 6.9 This information is held by the Shop manager and the Trustees for in the event of an emergency.

It is very important that if any of the above details change, you should notify us as soon as possible.

7. Phone Number Availability in Shop:

- 7.1 We like to hold contact numbers of volunteers in the shop for use by staff and other volunteers only. These contact numbers are only used if another member of staff or volunteer needs to contact you to arrange sick cover, etc. You **DO NOT** have to allow your contact numbers to be listed. Delete Yes or No as appropriate.