

## **Liverpool Quakers Volunteer Agreement:**

Whilst some people will feel very familiar and comfortable with working as a volunteer for others this will be a new experience. Some may feel it unnecessary to claim expenses, having not done this in the past. For others, the cost of travel or food may prevent participation. By making sure everyone has this information we are aiming to be as open and fair as possible.

Liverpool Quakers will do our best:

To treat everyone with dignity and as an equal.

- to introduce you to how the organisation works and your role in it and to

Provide any training you need.

- to provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback

from us. Your point of contact is Lisa Hoyle (Outreach Worker)

- to reimburse your travel and meal costs (see attached sheet.)
- to consult with you and keep you informed of possible changes.

To support you in going through the disclosure & barring process if that is necessary for your role.

- to insure you against injury you suffer or cause due to negligence.
- to provide a safe workplace.
  - to make sure each volunteer has a named link person.

We ask volunteers:

- to work reliably to the best of your ability, and to give as much warning as possible if you are unable to carry our agreed tasks.
  - To contact your link person as soon as possible if you feel that your security or wellbeing is compromised during your voluntary work.



# Volunteer Application Form

Name: .....

Phone

Home: ..... Mobile:.....

Work if applicable:.....

Emergency Contact (name): ..... Phone: .....

Address .....

.....

Postcode.....

Email:.....

## Which volunteer roles are you interested in?

Please tell us about any work, volunteering, personal experience or skills that you have that are relevant to the role you are interested in

## Availability / Resources:

At what times are you interested in volunteering?

Flexible..... Specific days/times (please state when.....)

Do you have any particular needs that we should be aware of so as to best support your volunteering with us?

**References**

Please supply details of 2 people who know you well enough to comment about your suitability for this role. They should not be family members. If you are not sure about who to put we are happy to discuss this with you:

**Referee 1**

Name: .....

Address:.....

Email:.....

Phone: .....

How does this person know you?.....

**Referee 2**

Name: .....

Address:.....

Email:.....

Phone: .....

How does this person know you?.....

References checked by (initials)

Date:

***For Office Completion:***

*If the role you are interested in requires you to work with children or with vulnerable adults it is usually necessary to ask you to complete a Criminal Records check.*

*Disclosure & barring Check necessary YES / NO*

*Disclosure & barring check seen*

*Date:*

*Initials:*

*form completed and verified*

*Date:*

*Initials:*

*Disclosure certificate returned and checked*

*Date*

*Initials:*

Signed by Applicant

Date

**Thank you**

Please return this form to: Lisa Hoyle, Outreach Worker, Liverpool Quaker Meeting House.

