

JOINING FORM 2005 - 6

This form will register you with Project V. Please let us know if you would like support in filling it out, or require this form in an alternative format or by email.

Date:	Interviewed by:	
Name:	Date of Birth:	
School of Study:	Title of Course:	
Year of Study:	Undergraduate	Postgraduate Staff
When will you be leaving Sussex University? (Month and Year):		
Address:		
Phone Number:	Mobile:	Email:
Vacation Contact Details (if different)		
Emergency Contact Name and Number:		

How did you find out about Project V?
Have you ever volunteered before? YES/NO
Why are you interested in volunteering? E.g. experience for future career, to help others etc
Are there any existing skills you would like to use?
Are there any specific skills or experience that you would like to gain from your placement?
What time commitment can you give to your placement? Please specify times, days etc

Please circle two or three areas that interest you.

ADMINISTRATION	ADVICE	ARTS / MEDIA
BLACK & ETHNIC MINORITIES	CHILDREN	COMMUNITY DEVELOPMENT
CONSERVATION	FUNDRAISING	HEALTH
HIV/AIDS SUPPORT	HOMELESSNESS	I.T.
LGBT SUPPORT GROUPS	LEARNING DISABILITIES	MENTAL HEALTH
SHOPS (CHARITY)	OFFENDERS	OLDER PEOPLE
PHYSICAL / SENSORY DISABILITIES	REFUGEES & ASYLUM SEEKERS	SPORTS DEVELOPMENT
SUBSTANCE MISUSE	WOMEN	YOUNG PEOPLE

Once you have chosen a volunteering opportunity that interests you, please fill in the rest of this form.

Please list the opportunities that you are interested in, in order of preference:
1.
2.
3.

Additional Requirements (the following information will only be used to assist us in ensuring your volunteering placement is safe and supported. At no time will the information be shared with a third party without your prior consent)

Do you have a disability, medical condition or any other issue that would make it difficult to identify a fire alarm, or leave a building quickly in case of an emergency? YES / NO
Details:

Are there any areas in which you will require extra support or special requirements? YES / NO
Details:

CRIMINAL RECORDS CHECKS

If you are working with children or vulnerable adults, organisations will often undertake a 'criminal record check' as part of their recruitment process. Having a criminal conviction does not necessarily affect your right to volunteer. The information you supply below will only be used to support you in finding a placement and at no time will this info be shared with a third party without your prior consent. If you would like to speak confidentially to the Project V staff about this, or view our policy on criminal record checks please let us know.

Do you have any criminal convictions or prosecutions pending? YES/NO
Are you prepared to undergo a Criminal Records Bureau Check if an organisation requires one? YES/NO

I understand that under the Data Protection Act 1998 my details will be stored on a computer and only used for monitoring and compiling statistics
I confirm that Project V has my permission to pass on my contact details to volunteer placements once selected

Signed _____ Print Name _____

Volunteer Agreement

Project V actively seeks to provide all volunteers with a positive and worthwhile experience of volunteering. We want everyone who is involved in Project V to feel safe, supported and valued...and to have fun. You need to know what you can expect from **us**. Similarly whilst volunteering with Project V you are in the position of representing the University of Sussex and of helping to strengthen links with the wider community. We therefore need to agree what we can expect from **you**.

Project V will ensure that:

1. All volunteers are treated equally, in line with our equal opportunities policy. (No volunteer will be excluded from volunteering on the grounds of gender, sexual orientation, religion, age, race, ethnicity or disability)
2. You are offered a full matching and advice service
3. Your placement is assessed (as far as is reasonably practicable) as a safe place to volunteer prior to the start of your placement
4. Disabled people will be offered reasonable adjustments wherever possible
5. You are able to contact us for further support once your placement has begun
6. You are given the opportunity to feed back to us on your experiences (we will take your comments seriously and will work towards positive change wherever possible)
7. You are given appropriate training and supervision whilst at your placement and offered a range of training opportunities through Project V
8. You are informed if an organisation finds you to be unsuitable for a particular placement and we will provide support and guidance in securing a different opportunity
9. You are able to access our grievance procedure should you have a complaint against a Project V staff member, and we will provide you with support in accessing the grievance procedure of your placement organisation if required
10. You are reimbursed for all reasonable out-of-pocket travel and childcare expenses on production of receipts
11. All your personal data is stored in accordance with the Data Protection Act 1998
12. You are insured whilst you are volunteering

Please Turn Over

As a Project V Volunteer you will ensure that:

1. You inform the Project V Office AS SOON AS you start volunteering (see below).
2. You inform the Project V Office of any changes to your details i.e. change of address, contact number etc
3. The placement organisation is kept informed if you are to be late or are unable to keep an appointment
4. Your placement organisation and the Project V Office is informed if you decide to leave your placement, or make changes to your commitment i.e. hours
5. You follow all regulations and guidelines provided by Project V and your placement organisation with regards to health and safety
6. You attend appropriate training as specified by your placement organisation
7. You follow the confidentiality policy of your placement organisation
8. You behave in a respectful way to clients and co-workers
9. You do not undertake voluntary work under the influence of alcohol or drugs or bring alcohol or drugs onto your placement
10. You act responsibly in regards to your own health and safety and that of your co-workers and clients
11. You do not extend the professional boundaries of your voluntary role without guidance e.g. visiting a client at home without permission from supervisor
12. You are honest with regards to claiming expenses

Make sure that you have read and fully understood this agreement before signing it. If you want to add anything please let us know.

Project V Volunteer	Project V Staff Member
Signed	Signed
Print Name	Print Name
Date	Date

Return this completed form to Project V. Make sure that you give the form to a member of Project V staff, as we will need to give you further information about starting to volunteer.

Thankyou!