

Positive East Reference	PE/VOL/WEBform/
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First Name		Surname	
Contact Number		OK To leave Voicemail	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email		OK To email	Yes <input type="checkbox"/> No <input type="checkbox"/>
Address Line 1			
Address Line 2			
Address Line 3			
Postcode			
London Borough			
Can we write to you at this address?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date of Birth			
Nationality			
Are you living with HIV <i>This will not affect your application</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If 'Yes' please state			

In the event of an emergency, who should we contact?

First Name	
Surname	
Contact Phone Number	
Relationship to you	

We talk to people from many different communities.

Do you speak any other languages apart from English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please state		
Would you be willing to help out as an interpreter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Our volunteers are all individuals and choose to volunteer for many different reasons. Please, in your own words, tell us a little more about yourself and why you are interested in volunteering at Positive East? You may also choose to tell us about any work experience you have or previous Volunteering you have been involved with. Please feel free to attach a CV.

If you are volunteering to gain experience towards getting a job, changing career or entering further education, for example, please tell us more about your plans. This may help us find a volunteer role which could be useful for your CV.



Please indicate, in the table below, when you are free/available to volunteer?

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

How did you hear about volunteering at Positive East?

Via the internet? Which website?	
Advert in a newspaper or magazine? If so, which one?	
Through a volunteer bureau? If so, which one?	
By using Positive East Services?	
From a volunteer/staff member at Positive East?	
Other? Please specify	

Because of the confidential nature of the work Positive East does, it is essential that we check the suitability of all applicants joining as volunteers. We require two character references from people who know you well enough to answer a few questions about you. They do not have to be professional references, or previous employers. However, it is better if the references don't come from partners, relatives or people who live at the same address as you. You will also be required to apply for a Disclosure & Barring Service certificate - DBS [formerly known as CRB - Criminal Records Bureau check]. If you have any questions, concerns or worries about either of these things please contact **Stewart Turnbull** our **Volunteer Manager** to discuss this.

Referee 1

Name	
Email	
Contact Number	
How does this person know you?	

Referee 2

Name	
Email	
Contact Number	
How does this person know you?	

We have a range of areas and services you can volunteer with, here at Positive East. For more information about what these roles involve please check out our website link:

<http://www.positiveeast.org.uk/involved/roles.php>

Please, select a maximum of 3 from the options below by marking your first choice: 1, second choice: 2 and third choice: 3. If you are unsure, have a chat with our volunteer manager.

Volunteer Role	Choice	Volunteer Role	Choice
Information & Advice		Outreach & Testing Volunteer	
Reception		Peer Support [<i>You must be living with HIV for a minimum of 12 months to apply for this role</i>]	
Office Administration		Complimentary Therapist [<i>You must be on an accredited course or fully qualified with certification and insurance to apply for this role</i>]	
Finance		Gym/Yoga/Exercise/Dance [<i>You must have an accredited Instructor/Personal Trainer qualification & insurance to apply for this role</i>]	
Positive Eats Cafe		Trusts and Foundations Fundraising Research Volunteer	
Garden		Counselling	
Interpreter		Facilities	
Not sure, I would like to have a chat about what is available			

Volunteer Application Form

Positive East

Statement of Confidentiality for Volunteers

I understand that in carrying out my duties as a volunteer for Positive East, that I am likely to obtain confidential information. Confidential information means any information belonging to Positive East, related businesses or service users, other than information that is public knowledge. This also includes any information which an employee of Positive East or a fellow Volunteer passes onto me strictly confidentially.

I agree:

1. To keep confidential information, records and data secret and confidential at all times.
2. To maintain any documents, records, computer files and any another means of recording material which contains confidential information in a secure place at all times.
3. Not to disclose in any way or facilitate the disclosure of confidential information in whole or in part, to any third party, without the written consent of the Volunteer Manager.
4. To ensure that any information received from a third party deemed as confidential is passed to the Volunteer Manager. The provider of this information will be informed of this action and I will not keep it to myself.
5. Should my position be terminated, or I leave my Volunteer post with Positive East, I will not pass on any confidential information to a third party, either at the date of termination or at any time in the future.

Name: _____

Signature: _____

Date: _____

Volunteer Manager

Name: _____

Signature: _____

Date: _____

Completed applications can be emailed or posted to:

Stewart Turnbull | Volunteer Manager | volunteering@positiveeast.org.uk

Positive East, 159 Mile End Road London E1 4AQ

If you require further information about Positive East's Volunteering opportunities, or you would like help completing this form, please contact Stewart on 020 7791 9308



Volunteer Monitoring Form

Date started Volunteering: Office use:

Just put a cross (✗) in the appropriate box: If you have any questions about the form, please contact Positive East's Volunteering team. All information provided is totally confidential and will not be disclosed.

Sex:

Male	Female	Trans	Do not wish to disclose
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Age:

Date of birth (dd/mm/yy)	/	/	Do not wish to disclose
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Sexuality:

Heterosexual	Bisexual	Lesbian	Gay	Do not wish to disclose
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Ethnic Group:

White - British	White - Irish
White - any other White background	If so, please state:

Mixed - White and Black Caribbean	Mixed - White and Black African	Mixed - White and Asian
Mixed - Any other mixed background	If so, please state:	

Asian or Asian British - Indian	Asian or Asian British - Pakistani	Asian or Asian British - Bangladeshi
Asian or Asian British - Any other Asian background	If so, please state:	

Black or Black British - African	Black or Black British - Caribbean
Black or Black British - Any other Black background	If so, please state:

Chinese	
Other ethnic group	If so, please state:

Do not wish to disclose ethnicity

Employment:

Full-time/self employed	Part-time	Unemployed	Retired	Student/Training scheme	Unemployed	Never worked
Primary carer	Incapacity benefit	Do not wish to disclose	Other, please state:			

Disability: Do you consider yourself to be disabled or have any specific needs?

No	Yes	Do not wish to disclose
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FOR OFFICE USE ONLY

Reference Number:		PE/VOL/WEBform/	
Application received date:			
Interview date:			
References sent date:			
Reference 1 received date:			
Reference 2 received date:			
DBS	Yes	Date Valid from:	Expires:
Training offered/ completed:			
Entered into SF:			

N:
 E:
 M:
 Notes: