



Didcot Volunteer Centre

Mereland Road (AT REAR OF METHODIST CHURCH) Didcot OX11 8RQ

TEL **01235 816709** REG CHARITY NO 800837

APPLICATION FORM-OFFICE

Full Name.....

Date of birth.....

Address & postcode.....

Home phone.....

Mobile phone.....

Email.....

Office Volunteers

Volunteers should be available from 9.45 to 12.15 one morning per week to staff the office.

Volunteers must be computer literate and able to receive and process telephone requests for transport from our clients. It is important to record accurately each day's business both on the computer and in the diary. Full training will be given.

A professional telephone manner, patience and attention to detail are essential as many clients have hearing/communication problems.

Health

Please give details of any condition, physical or medical, which may affect your ability to staff the office now or in the future.....

Availability

Please list any periods/days when you are NOT available to help.....

Skills

Please list any other skills you have to offer.....

How did you hear about DVC?.....

REFERENCES

Please give the names of two people who have known you for some time who would be willing to give references.

Name.....

Name.....

Address & postcode.....

Address & postcode.....

.....

.....

Tel:.....

Tel:.....

Email.....

Email.....

DECLARATION

I declare to the best of my knowledge that the above details are correct.

I understand that Didcot Volunteer Centre will inform me when my help is needed.

I will refer any problems to the Organiser.

I will sign a Volunteer Confidentiality Agreement.

Signature.....Date.....

Please return the completed form to the Organiser.

office@didcotvolunteercentre.org.uk