



VOLUNTARY WORK

Thank you very much for your enquiry regarding voluntary work at Francis House.

Please note volunteers will not be involved in direct childcare activities

Volunteers help in the following ways:

1. **'In House'** - Reception – welcoming visitors and answering the telephone.
Meal times – helping to prepare meals and clearing up afterwards

Please note: All volunteers wishing to work 'in house' must be between the ages of 18 and 60 (once you are over 70 your situation will be reviewed annually).
2. **Fundraising** - If you are interested in helping with fundraising please apply directly to Mr Peter Forster, Fundraising Office Manager, 390 Parrswood Road Didsbury Manchester M20 5NA Tel: 0161 443 2200.
3. **Charity Shop** - If you are interested in helping at the shop please apply directly to Mr Alan Gillatt, Charity Shop Manager, 184 Burnage Lane, Burnage. Tel: 0161 248 4005.

Please note:

- Student Placements** - Students who wish to be considered must be over 18 years of age and are undertaking a recognised medical, nursing or social work course. Please contact the Education Co-ordinators on 0161 434 4118 for further information.

If you would like to help in-house please complete the enclosed application form and return to the Volunteer Co-ordinators at Francis House or email to ann.kirwin@francishouse.org.uk.

Due to the large number of applicants, it may be several months before a suitable vacancy arises.

Yours sincerely

Geraldine Earley and Tracey Potts
Volunteer Co-ordinators Francis House

CONFIDENTIAL

Please return this form to
The Volunteers Co-ordinator
Francis House Children's Hospice
390 Parrswood Road
Manchester
M20 5NA

APPLICATION FOR VOLUNTARY WORK**PERSONAL***PLEASE COMPLETE LEGIBLY IN YOUR OWN HANDWRITING*

Surname

Forenames

Mr/Mrs/Miss/Other

Date of Birth

Nationality

Address

Name and Address of next of kin

Relationship

Tel no

Tel no

Are you in full time employment? Please give details.

Health (Please describe your general state of health)

GENERAL COMMENTS

Please detail here your reasons for your wish to participate in Voluntary work, your main achievements to date and a personality description of yourself

PLEASE TICK YOUR PREFERRED DAY(S) OF WORK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

PLEASE TICK YOUR PREFERRED AREA OF WORK

KITCHEN/MEAL TIMES		TICK	RECEPTION		TICK
LUNCH	10am – 2pm		MORNING	8am – 10am	
TEA	4.30pm – 7pm			10am – Noon	
			AFTERNOON	Noon – 3pm	
				3pm – 6pm	
			EVENING	6pm – 8pm	

REFERENCES

Please note here the names and addresses of two persons (not close relatives, friends or neighbours) from whom we may obtain character references

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Rehabilitation of offenders act 1974

By virtue of the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975. The provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply in any employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following question should include "spent" convictions

Have you ever been convicted of a criminal offence YES/NO

If YES please give details

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DECLARATION (Please read this carefully before signing the application)

I confirm that the above information is complete and correct and that any untrue or misleading information will result in the termination of my voluntary service

Signed

Date

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For Office Use Only

Application form acknowledged Y / N

Date acknowledged

References sent for Y / N Date	Reference 1 received Y / N	Reference 2 received Y / N
Interview date	Orientation date	Have both been attended Y / N

Interview notes

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Place of work – day and time

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