

# VOLUNTEER APPLICATION FORM

**Please read the relevant role description before completing.  
If you need help completing this application, please have a look at  
the 'Completing the form' section at the back.**

Please state what role you are applying for: .....

## Personal details

Title: ..... First name: ..... Surname: .....

Address: .....

..... Postcode: .....

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

Email: .....

## Are you over 18?

No

Yes

(If you're under 18, please contact your local volunteering team in the first instance)

## Do you currently volunteer with Diabetes UK?

No

Yes

In what role?

## Which languages do you speak?

Arabic

Bengali

Cantonese

English

Greek

Gujarati

Hindi

Mandarin

Polish

Punjabi

Somali

Tamil

Urdu

Welsh

Other

## Experience, learning and skills

Please tell us a bit about yourself and why you're interested in this volunteering role

What skills and qualities can you bring to this role? Please refer to the volunteer role description to help you.

Please tell us about relevant volunteering or professional experiences.

What would you like to learn from this volunteering role?

## When are you able to volunteer?

(Please tick as appropriate)

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
am <input type="checkbox"/>	am <input type="checkbox"/>	am <input type="checkbox"/>	am <input type="checkbox"/>	am <input type="checkbox"/>	am <input type="checkbox"/>	am <input type="checkbox"/>
pm <input type="checkbox"/>	pm <input type="checkbox"/>	pm <input type="checkbox"/>	pm <input type="checkbox"/>	pm <input type="checkbox"/>	pm <input type="checkbox"/>	pm <input type="checkbox"/>

## How did you find out about this volunteer role?

- Diabetes UK website       Do It       Volunteering centre  
 Existing volunteer       Word of mouth       Radio/paper/other       Social media  
 Other (please state)

## References

Please give details of two people (not related to you) who can give you a reference. If you have worked in the past five years, at least one reference should be obtained from your last employer. If not, give the names of people who know you well.

### Referee one

Name: .....

Capacity known to you: .....

Address: .....

Telephone: .....

Email: .....

### Referee two

Name: .....

Capacity known to you: .....

Address: .....

Telephone: .....

Email: .....

## Rehabilitation of Offenders Act 1974

### Do you have any unspent convictions?

- No       Yes

If yes, please specify:

If you would like to talk with someone about this before applying, please contact the Safeguarding team at [safeguarding@diabetes.org.uk](mailto:safeguarding@diabetes.org.uk) or telephone 0207 424 2205. Please note that a conviction will not necessarily exclude you from volunteering with Diabetes UK, but will be taken into account when assessing your suitability. Some volunteer roles will require you to complete a Criminal Records Check.

## We'd love to keep you updated about how we support people living with diabetes and how you can help by donating, volunteering and campaigning.

We'll stay in touch with you by post and phone. It helps us to keep our costs down if we can email you but it's **entirely your choice**.

Please tick the box to tell us you are happy to receive emails

We want to send you the most relevant information so might ask you for personal data, for example about your diabetes or ethnicity. **We promise to store it securely and keep it confidential**. Please tick the box to tell us you are happy for us to use this information

Occasionally we may need to share personal data with our suppliers to process your orders and requests or to provide other services to us.

We promise:

- Never to release your personal details to another company for their marketing purposes
- To always respect your communication preferences

We only want to send you relevant information and requests to support us. To do this we may analyse the information you provide and gather extra data.

You can find out more about how we use your information at [www.diabetes.org.uk/privacy](http://www.diabetes.org.uk/privacy)

You can change how you hear from us or ask us to stop communicating with you at any time:

Visit us at <https://forms.diabetes.org.uk/im-in-charge>

Email us at [helpline@diabetes.org.uk](mailto:helpline@diabetes.org.uk)

Phone us on **0345 123 2399**

I confirm that the information given on this form is, to the best of my knowledge, accurate.

Signature: .....

Date:.....

## Thank you for completing the form

**Please return completed form to your regional office listed below, or email your form to [volunteering@diabetes.org.uk](mailto:volunteering@diabetes.org.uk)**

### **Diabetes UK London**

Wells Lawrence House,  
126 Back Church Lane,  
London E1 1FH  
[london@diabetes.org.uk](mailto:london@diabetes.org.uk)

### **Diabetes Scotland**

The Venlaw,  
349 Bath Street,  
Glasgow G2 4AA  
[scotland@diabetes.org.uk](mailto:scotland@diabetes.org.uk)

### **Diabetes UK North**

Unit C, 2nd Floor  
Dallam Court,  
Dallam Lane,  
Warrington WA2 7LT  
[n.west@diabetes.org.uk](mailto:n.west@diabetes.org.uk)

### **Diabetes UK Cymru**

Wing A, Global Reach  
Dunleavy Drive, Cardiff  
CF11 0SN  
[wales@diabetes.org.uk](mailto:wales@diabetes.org.uk)

### **Diabetes UK Eastern Region**

Ground Floor,  
8 Atlantic Square,  
Station Road,  
Witham CM8 2TL  
[eastern@diabetes.org.uk](mailto:eastern@diabetes.org.uk)

### **Diabetes UK South East**

Blenheim House,  
1 Blenheim Road,  
Epsom KT19 9AP  
[south.east@diabetes.org.uk](mailto:south.east@diabetes.org.uk)

### **Diabetes UK Northern Ireland**

Suite 1, 1st Floor,  
Lisburn Square House,  
Lisburn  
BT28 1TW  
[n.ireland@diabetes.org.uk](mailto:n.ireland@diabetes.org.uk)

### **Diabetes UK Midlands**

Suite 2C,  
St David's Court,  
Union Street,  
Wolverhampton WV1 3JE  
[midlands@diabetes.org.uk](mailto:midlands@diabetes.org.uk)

### **Diabetes UK South West**

Victoria House,  
Victoria Street,  
Taunton,  
Somerset TA1 3FA  
[south.west@diabetes.org.uk](mailto:south.west@diabetes.org.uk)

# Equal opportunities monitoring

We welcome and celebrate the diversity of all our volunteers and are strongly committed to achieving equal opportunities for all people and groups in society.

The information in this section is used only for the purposes of monitoring the effectiveness of the Volunteer Equal Opportunities Policy, which is available on request. The forms are confidential and will be stored securely.

Volunteer role .....

Gender.....

## Age group

<20    21-30    31-50    51-60    61-70    71+    Prefer not to say

## How would you describe yourself?

Using the following classifications, how would you describe your ethnic origin (please tick appropriate box).

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

### Black or Black British

- Caribbean
- African
- Other Black background

### White

- White British
- Irish
- Traveller
- Other White background

### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background

### Other

- Arab
- Other ethnic group  
(please describe).....
- Would prefer not to say

## Do you consider yourself to have a disability/impairment?

Yes    No    Would prefer not to say

## Do you have any particular requirements that might affect your volunteering?

(E.g. diet, disabilities, religion)

Yes    No    Would prefer not to say

Please discuss any requirements you have with your main contact so that we can make any adjustments you need.

## Completing the form

**Please support your application form with a short outline of your qualities, skills, and achievements, particularly how they relate to the role description. These experiences do not have to be work-based – you can draw on other examples to highlight your skills and experience, e.g. previous volunteer work, education-based learning or perhaps an interest or hobby.**

### Equal opportunities

We strive to uphold and promote good equal opportunities practice.

As part of the application process, equal opportunity monitoring forms are included with the application form for you to complete. This will help us to monitor the effectiveness of its equal opportunities policy.

These forms are confidential and will be stored by the local volunteering team.

### Queries

If you have any queries regarding the completion of the application form, please do not hesitate to contact your local volunteering team.

### Support

We are committed to ensuring that volunteers are supported during their time with us. We will provide all volunteers with an informal induction covering volunteer procedures and our equal opportunities section of the Volunteering Policy.

We also encourage all volunteers to participate in relevant training and development opportunities where appropriate to their volunteering role.

These forms are confidential and will be stored securely.

### Expenses

We do not expect any volunteer to be out of pocket when participating in a Diabetes UK activity or representing Diabetes UK, and therefore we are committed to ensuring that reasonable and agreed expenses should be met, e.g. lunch and travel.