



**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 DVD?.....

DBS.

You will require Disclosure and Barring Service clearance as you are working with vulnerable people. DVD will arrange this for you and there will be no charge for a volunteer.

REFERENCES

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

Name.....  
Address & postcode.....  
.....  
Tel:.....  
Email.....

Name.....  
Address & postcode.....  
.....  
Tel:.....  
Email.....

DECLARATION

I declare to the best of my knowledge that the above details are correct.  
I understand that Didcot Volunteer Drivers will inform me when my help is needed.  
I will refer any problems to the Organiser.  
I will sign a Volunteer Confidentiality Agreement and a General Data Protection form.  
I will apply for an enhanced DBS certificate at DVD's expense.

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

Please return the completed form to the Organiser.

[info@didcotvolunteerdrivers.org.uk](mailto:info@didcotvolunteerdrivers.org.uk)

**Didcot Volunteer Drivers**

Didcot Volunteer Drivers is a Charitable Incorporated Organisation – Registered Charity No. 1183404

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Didcot Volunteer Drivers are financially supported by clients and Oxfordshire County Council.