



VOLUNTEER / SESSIONAL WORKER REGISTRATION FORM

1. DETAILS:

Post registering for:

2. PERSONAL DETAILS:

Full Name: (underline the name by which you wish to be known)

Address: (including Post Code)

Home Phone:

Mobile Phone:

Email Address:

Emergency Contact: (Name/tel)

AGE RANGE: under 16 16-20 21-25 26-35 36-45 46-55 56-65 65+ D.O.B
please tick

Have you any previous contact, or do you have any current contact with the YMCA? (If yes, please give details)

YES

NO

Relevant present / past work experience, including voluntary work:

Other experiences / skills / education / training you may wish to highlight:

Interests, hobbies you may wish to share with others:

Your reason for wishing to work as a volunteer with Cumbernauld YMCA

What type of voluntary work would you like to do?

When are you available to volunteer (e.g. during the day, at weekends, or evenings?)

Please write here anything else you want us to know about you. This could include any special skills or attributes that you consider may be of assistance or even areas of work that you would not wish to be involved in.

REFERENCES:

Please provide the names of two people who may be approached for a reference. One of your references should if possible, be someone you know in a professional capacity (e.g. present / previous employer or member of the clergy)
The Character reference should be someone who has known you a number of years, not a relative.

Referee Name (Employer)

Address

Tel No.

E-Mail

Capacity known to you

Referee Name (Character)

Address

Tel No.

E-Mail

Capacity known to you

3. CHILDREN & VULNERABLE GROUP PROTECTION CHECK – (PVG Disclosure / SSSC Register)

As we work with young children, young people & vulnerable groups, the following questions are necessary. .

Are you willing to supply a medical reference?	YES	NO
Is there any reason why you should not work with children / young people / vulnerable groups ?	YES	NO

If you are offered a post to work with children and young people you will be required to comply with Child and Vulnerable Group Protection Procedures and any registration requirements.

NOTE: If you are under 16 years of age you will need to attach written permission from your parents or guardian agreeing and giving permission for your participating in volunteering within our Association.

Do you have a current Disclosure/PVG? (if so date issued)
Are you registered with SSSC? (if so reg number)

4. PLEASE COMPLETE APPLICATION FORM AND RETURN TO HEAD OFFICE, or email to : info@cumbernauldymca.org.uk

Please sign below, confirming the information submitted is correct.

Signature	
Date	

Cumbernauld YMCA is an Equal Opportunity employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers. ALL STAFF AND VOLUNTEERS are required to uphold the Aims and Purposes of the Association. Copy Enclosed.

Notes for use by Line Manager:

Appointment details	
Sessions expected (if known)	
Groups involved (if known)	
LM Signature	

DATA HANDLING AND MARKETING POLICY

In accordance with European General Data Protection Regulation (GDPR)

- a. You can view your stored information by giving written request to do so, we will provide details to you within 30 days.
- b. We will always keep your data safe and secure.
- c. We do not sell your data.
- d. We will only share your data with a third party when legally required to do so or when required to enable us to provide an agreed service.
- e. We will only use your data to let you know about our events and activities that we think will be of interest to you, if you give consent to do that.
- f. We will keep your personal details no longer than legally required to do so.
- g. If you no longer wish to receive our marketing communications or materials you can contact us on data@cumbernauldymca.org.uk to remove your details from all our marketing lists.

How we use your information.

Applicants / Employees / Volunteers

Use of your details/sensitive information	Why?
We will ask for your contact details and personal background/work and medical history which may include some sensitive information when inviting you to apply for employment within our Association (If successful, these details will be maintained as part of your employment record)	We will use this information to keep you up to date with the progress of your application and allow us to assess your ability for the position. When in employment we will use this information for background check purposes as legally required. (Disclosure Scotland/SSSC). We will also use your contact details with regards to you being able to carry out your agreed duties.

Employees

Use of your details	Why?
Sending you information about programmes or services you are part of.	To update you with details of various services or programmes available, allowing you to pass this onto users.
Sending you mailings and information about our work that we think you will be interested in	We want to let you know about other events that we think are relevant to you and your interests.
Use of your banking details/sensitive information	
Banking details	We ask for these to enable payment or refund of wages/expenses as described in your agreed employment contract. These are kept secure with digital data encrypted.

Volunteers

Use of your details/sensitive information	Why?
We will ask for your contact details and personal background/work and medical history when inviting you to apply for volunteering within our Association	We will use this information to keep you up to date with the progress of your application and allow us to assess your ability for suitable volunteering opportunities. When volunteering we will use this information for background check purposes as legally required. (Disclosure Scotland/SSSC). We will also use your contact details with regards to you being able to carry out your agreed duties.
Sending you information about programmes or services you are part of.	To update you with details of various services or programmes available, allowing you to pass this onto users.
Sending you mailings and information about our work that we think you will be interested in	We want to let you know about other events that we think are relevant to you and your interests.
How we use your Banking Details	
Banking details	We ask for these to enable payment or refund of expenses or other payments described in your agreed volunteer contract. These are kept secure, with digital data encrypted.