



Volunteer Application Form

Title:	Telephone number:
First name:	
Surname:	Mobile number:
Address:	
	Email address:
Date of Birth:	

How did you hear about The Bus Shelter Dorset?.....

What is it that attracted you to volunteer at The Bus Shelter Dorset?

What skills and experience do you have that you would like to put to use?

Is there any other information you'd like us to know about you which may be relevant to this role?
 Eg: health needs, mental health needs, previous drug and alcohol issues, additional needs, dietary needs)

Based on the volunteering duties (attached) what shifts would you like to volunteer for and what time do you have available? (please specify regularity of days and hours)

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Criminal convictions

Please tell us about any criminal convictions not spend under the Rehabilitation of Offenders Act.
A criminal conviction doesn't automatically exclude you from volunteering with us: we treat each person individually.

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References

Please give the name and contact details of 2 people who know you well (this can not be family members)

Referee 1	Referee 2
Name:	Name:
Position:	Position:
Relationship to referee:	Relationship to referee:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

Declaration

The information provided on this form is correct to the best of my knowledge and belief.
I understand that The Bus Shelter Dorset will approach my referees for references prior to inviting me for an interview.

Signed
Date.....



Volunteer Duties

Morning shift 8am – 11.15am

Handover and update from night volunteers.
Ensure guests are up and dressed by 9am.
Encourage daily routine and facilitate breakfast and clearing up if necessary.
Discuss the day's plans with the guests and identify support required.
Ensure guests are ready to leave the bus by 10am unless they have planned appointments on the bus.
Support guests to external appointments if required; and agreed with bus manager/shift leader.
Support guests with benefit claims and applying for voluntary work or jobs.
Collect donated items or shopping if required; and agreed with bus manager.
Engage with guests and spend time talking to them and being interested in their opinions, life and future.
Facilitate outreach services on the bus if required.
Any other tasks requested by bus manager/shift leader as appropriate.

Afternoon shift 11am – 6.15pm

Handover and update from morning volunteers.
Support guests to external appointments if required; and agreed with bus manager/shift leader.
Support guests with benefit claims, budgeting and applying for voluntary work or jobs.
Engage and support guests with cooking skills, gardening, leisure activities.
Collect donated items or shopping if required; and agreed with bus manager/shift leader.
Engage with guests and spend time talking to them and being interested in their opinions, life and future.
Facilitate outreach services on the bus if required.
Any other tasks requested by bus manager/shift leader as appropriate.

Evening shift 6pm – 10.15pm

Handover and update from afternoon volunteers.

Support guests to prepare and make evening meal for guests and with the clearing/washing up.

Actively encourage guests to arrange and participate in social activities. Eg. Cards, film night, jigsaws, colouring, Scrabble, music etc.

Engage with guests and spend time talking to them and being interested in their opinions, life and future.

Any other tasks requested by bus manager/shift leader as appropriate.

Night shift 10pm – 8.15am

Handover and update from evening volunteers.

Engage with guests and spend time talking to them and being interested in their opinions, life and future.

Encourage bedtime routine and ensure guests are in bed by 11pm.

Ensure guests are appropriately dressed for bed.

Any other tasks requested by bus manager/shift leader as appropriate.

Ensure that handover book is completed at the end of every shift and that all policies and procedures are followed at all times.