



## Part 2 ~ About You

Please provide references from **TWO** people, over 18 (**not relatives**) who have known you for at least two years.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email:</b>	<b>Email:</b>

## Part 3 ~ Data Protection, Visas, Confidentiality and Declaration

### **Data Protection**

We like to keep you informed about our work. We never sell or swap your details with Third Parties. Information provided will be recorded on the Woking & Sam Beare Database and is used to communicate with you and in the recruitment and selection of volunteers. Contact details will be shared with other Managers and Team Leaders to enable us to communicate with you about your volunteer role in accordance with the Data Protection Act 1998 and associated codes.

### **Confidentiality**

During your time with Woking & Sam Beare Hospices you may have access to confidential information. As a volunteer you are expected to respect the confidences of patients, visitors, staff and other volunteers.

- ◆ You must not disclose any details of patients you meet—even their names
- ◆ You must not disclose any business or financial information about Woking & Sam Beare Hospices
- ◆ You must refer any third party enquiries, including press directly to the Volunteer Services Manager

### **Declaration & Agreement of Volunteer**

I confirm that the information contained in my registration is correct. I understand that any false information or deliberate omission may render my registration and/or volunteer placement void.

I consent to the organisation using and keeping information I have provided on this registration or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my registration.

I fully understand the information regarding confidentiality and accept that by signing this registration form I agree to strictly adhere to the organisations confidentiality policy.

### **Visas**

If you are from the European Union, you are able to volunteer in the UK. For volunteers from outside of the EU, you will need to check your visa allows you to volunteer. We advise you to contact the UK Borders and Immigration Agency for more information. Woking & Sam Beare Hospices are unable to sponsor volunteer visas.

<b>Signature</b>	<b>Date</b>
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Please state the roles you are interested in				Fundraising Manager to Sign
Community Networker		Special Events		Please print name clearly Manager's Name
Collecting Box Agent		Street/Bucket Collections		
Leaflet Distribution		Administration		
Marshalling				

**Return your completed registration form to:  
Private and Confidential, Volunteer Registration, Volunteer Services Department,  
Woking & Sam Beare Hospices, Goldsworth Park Centre, Woking, Surrey, GU21 3LG**