

## **Volunteering with Pilgrims Hospices**

### **Information for Applicants**

#### **Application Process**

- Please read through the Role Description for the post that you are applying for, paying particular attention to the key skills, experience, attributes and knowledge required.
- Complete the application form and ensure that it is signed and your contact details are clearly shown before returning it to us.
- Your application will be assessed and we will try and match you to a suitable role to meet your experience and requirements.
- We will contact you as soon as possible to arrange a mutually convenient date and time for you to come to meet us and discuss the role that you have applied for.
- Two references will be taken up if you are successful at interview. Please ensure you have included the details of your referees on your application form.
- Where applicable to the role we will carry out a DBS (Disclosure and Barring Service) check. In this event you will need complete a form and produce appropriate evidence of your identity.
- Some volunteer roles will also require your GP to confirm fitness to undertake the role.

#### **General Information**

- All applicants will need to follow the recruitment process before taking up role with us.
- You must be aged 16 and over in order to take on a volunteering role.
- You must attend our organisational Induction session as well as any statutory and mandatory training relevant to the role that you are carrying out.
- You will be provided with a Volunteer Handbook and a Role Description.
- You will be asked to sign a Volunteer Agreement which outlines the expectations of our volunteers, as well as our responsibilities to you and the support we will provide.
- You will need to sign Confidentiality and Health declarations, and where applicable, an Information Technology usage declaration.
- The Hospice will reimburse expenses for volunteer drivers. Also, any volunteer purchasing items as agreed by Pilgrims Hospices will also be reimbursed upon receipt of the expense. As a general rule we do not pay travel expenses to and from your regular place of volunteering.
- We ask our volunteers to dress appropriately for the role they are undertaking, and as a general rule, request that they do not wear jeans.

***Thank you for your interest in volunteering with Pilgrims Hospices***

***We look forward to receiving your application***