

# Volunteer Application Form

Thank you for your offer to help with Rugby foodbank.  
Sorry, but we do not currently have the processes in place to work with under 18's, unless it is for a supermarket collection.  
In order for us to process your application please would you answer the following questions:



*(If you have any questions about your application or would like help completing it please contact...)*

## Personal Details:

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Rugby foodbank Admin

c/o Hope4

8 Newbold Road

Rugby

CV21 2LJ

Tel: 07557 680019

Email: [info@rugby.foodbank.org.uk](mailto:info@rugby.foodbank.org.uk)

[www.rugby.foodbank.org.uk](http://www.rugby.foodbank.org.uk)

## Next of Kin:

Name: \_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Contact in case of emergency (if different from above)

Name: \_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship: \_\_\_\_\_

**References:** (please note that referees should not be a close family relation or a foodbank employee, and the individual should have known you for at least a year; preferably one personal and one in a work capacity)

Referee 1 - Name \_\_\_\_\_

Address \_\_\_\_\_ Tel No. \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

Referee 2 - Name \_\_\_\_\_

Address \_\_\_\_\_ Tel No. \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

Registered Charity No: | 1126487 Reg in Eng. & Wales

**I would be interested in helping in the following area(s):**

- ☐ Foodbank Centre      ☐ Warehouse      ☐ Marketing/Public relations  
☐ Fundraising      ☐ Supermarket collections      ☐ Delivery or Collections  
☐ Driving the van (I have a clean licence and am over 25)      ☐ Assisting in the admin office

**Details of any Specialist Skills:**

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**I am available for:**

- ☐ One off events eg. supermarket collections, Harvest food sorting,

**On a rota for:**

**Warehouse:**

- ☐ Wednesday morning 9.30 - 1pm      ☐ Friday morning from 11am - 1pm

**Distribution centre:**

- ☐ Monday afternoon 12 - 2.30pm      ☐ Wednesday afternoon 12.30 - 3pm      ☐ Friday morning 9.30 - 12pm  
☐ Friday afternoon 1 - 3.30pm

Do you have any health problems that we should be aware of?      Yes ☐      No ☐

If yes, please give details:

Please tell us your previous work experience or qualifications:

Would you be willing for us to submit for a DBS criminal record check if required?      Yes ☐      No ☐

Do you have any criminal convictions (except those “spent” under the Rehabilitation of Offenders Act 1974)? Nb this does not necessarily prevent you from volunteering

Yes ☐      No ☐

Please state your reasons for volunteering:

Please give us any information you think may be useful to us:

How did you hear about volunteering for Rugby foodbank?

Rugby foodbank is one part of the work of Hope4. If we are not able to place you on a foodbank team for the particular day you are available, would you like to have your details passed on to the Hope4 volunteer coordinator?

Yes ☐ No ☐

Data protection: Rugby foodbank will hold your details on file but will not release them to a third party.

I confirm that the above information is complete and correct. I consent to the processing of this data in the consideration of my application and during the course of my volunteering, if applicable.

I confirm that Rugby foodbank have my permission to telephone or write to my referee in connection with my application.

I accept that Rugby foodbank has the right to refuse my offer to volunteer without having to give a reason.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We would like to add your email address to our newsletter. Please tick to opt in ☐

Please return completed form to:

Rugby foodbank Admin  
c/o Hope4  
8 Newbold Road  
Rugby  
CV21 2LJ

*Thank you!*

Registered Charity No: | 1126487 Reg in Eng. & Wales



## Volunteer Confidentiality Agreement

As a volunteer for Rugby foodbank, you may have access to (or may learn of) information of a confidential nature including personal volunteer, donor and/or client details. Confidential information includes the contents of the foodbank operating manual, which should not be disclosed to people outside of the project.

When someone gives us any confidential information, they need to be sure that we will not pass this on to anyone else without their prior permission.

The only exception to this is if you have been party to any information which raises a concern to you, such as a safeguarding matter. In this case, you will be expected to share this with the nominated safeguarding person for the foodbank.

Confidential information includes (but is not limited to) foodbank vouchers, data collection system entries, spoken words and presentations, printed documents, loose notes, diaries, memoranda, drawings, photographs, electronic, magnetic and optical storage, and computer printouts.

### Confidentiality Statement

I understand that while volunteering with Rugby foodbank I may come across information that is confidential. I agree that I will never disclose such confidential information to anyone outside of the project, subject to the exception outlined above.

I also agree to respect the intellectual property of The Trussell Trust and not to pass on any foodbank forms or documentation I may use in the course of volunteering for Rugby foodbank to anyone outside of the project.

I understand breaches of this agreement could result in termination of volunteering with the foodbank.

Signed ..... Date .....

Name.....