

Please save a copy of this form to your device before completing

### Volunteer Application Form

Please note that the position of Peterborough Soup Kitchen (PSK) volunteer is subject to references, and you must be 18 or over. All answers in BLOCK capital letters.

**Personal details**

Name ..... Date of application.....

Address .....

.....

Post code ..... Date of Birth.....

Mobile / Telephone No. (primary source of contact) .....

Email address .....

Occupation .....

**Skills and experience**

Do you have a valid driving licence? Y  N

**(Please note that our insurance only covers volunteers over 25)**

Would you be willing to drive the soup kitchen van? Y  N

**(If yes please fill out the driver application at the end of this form)**

Do you have any other experiences of volunteering or working with a charity? Y  N

If yes, please give details .....

.....

.....

Do you have any special skills or experiences that might be useful to the soup kitchen?

.....

.....

Do you have any previous catering experience, qualifications or certificates? Y  N

If yes, please give details .....

.....



### Ways to volunteer

There are several ways that you can support (PSK) as a volunteer. Please tick or highlight any duties that you would be willing to undertake:

Soup kitchen duty (preparing hot food and/or soup, sandwiches and hot drinks and serving them from our van) Y  N

**PSK Teams work: Monday - Friday from 1800-2130, and Saturdays and Sundays from 1000-1400**

Preferred day(s) of the week: Mon  Tue  Wed  Thur  Fri  Sat  Sun

Are you happy to be a reserve on other PSK teams? Y  N

Are you able to act as a relief driver for other PSK teams? Y  N

Please indicate which of the following tasks you are willing to do:

Soup collection from Bakkavor in Spalding, Lincs   
(Using the soup kitchen van to collect soup from the Bakkavor factory every three weeks)

Food collections from schools, churches, harvest festivals etc

Cleaning / stock taking / stock rotation   
(Cleaning the kitchen and store room, re-stocking shelves and organising the store room)

Van maintenance   
(Refuelling, checking oil and water, tyre pressures and cleaning)

Office administration and accounting skills   
(These tasks are generally undertaken during the day)

Cake baking   
(The Soup Kitchen will provide you with all the ingredients required)

### Fundraising

Fundraising is an essential aspect of the work that we do at Peterborough Soup Kitchen. We rely on money collected during fundraising events and the publicity that they provide.

Please tick any duties that you would be willing to undertake:

Taking part in fundraising activities organised by PSK   
(Selling raffle tickets, cake sales, sponsored events, coffee mornings, quiz nights)

Fundraising in your workplace

Organising your own fundraising events



## References

Applicants must get specific consent from the referees to provide their details to you. The PSK will advise the person you list below of how we collect and process their information. Once references have been received, all personal data relating to the referee will be deleted.

Please could you give us two personal references (e.g., a past employer or colleague, a doctor, church minister, neighbour, or friend)

### 1<sup>st</sup> Reference

Name .....

Address .....

.....

.....

Post code .....

Email.....

Phone number .....

Relationship .....

### 2<sup>nd</sup> Reference

Name .....

Address .....

.....

.....

Post code .....

Email.....

Phone number .....

Relationship .....



## DATA PROTECTION

The Peterborough Soup Kitchen takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. We intend to comply with our legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security. We have a duty to notify you of this information. You will be given the following documents as part of our Data Protection Policy: Consent form, Privacy Notice Details of Data Controller & Data Privacy Manager. The Peterborough Soup kitchen has a Data Protection Policy that is available on request.

As part of our compliance with the GDPR regulations of 2018, we require all volunteers to sign the consent form below.

### **CONSENT FORM**

I (Insert name) ..... am aware that I have the right to withhold my consent at any given time should I choose to do so.

However, on this date..... I (Insert Name) ..... have decided that I would like to freely give my consent for Peterborough Soup Kitchen to hold recruitment / application information.

I confirm that the Peterborough Soup Kitchen have informed me of the identity of the Data Controller **[Peterborough Soup Kitchen]** and **Data Privacy Manager [Rebecca Tyler]** and of the purpose of how they will process my data.

I have also been informed of my right to withdraw my consent at any given time. I understand that to do so, all I would have to do is to contact Rebecca Tyler in writing and detail the information I wish to have withdrawn. The Data Controller will ensure your request is processed and will give written confirmation within 30 days from the date of receiving notification.

I have also been given a copy of this dated document.

**SIGNED**..... **DATE**.....

Privacy document sign-off: This is sent out with each application form.

I, \_\_\_\_\_ (volunteer name), acknowledge that on \_\_\_\_\_ (date), I received a copy of the Peterborough Soup Kitchen's Privacy Notice and that I have read and understood it.



### Driver Application Form

Please **ONLY** complete this section if you are also applying to drive our van(s)

All answers in BLOCK capital letters.

Driving licence number..... Date of issue.....

Full name as appears on licence.....

Have you had any endorsements in the last 5 years? If yes, please detail below.

Have you had any accidents, claims (including personal injury) or damage involving any motor vehicle not insured on this policy (the Soup Kitchen policy) in the last five years? This applies whether a claim was made, and regardless of blame. If yes, please detail below.

Have you incurred any motoring convictions (including prosecutions pending), driving licence endorsements or fixed penalty notices (endorsed on your licence), in the last five years? If yes, please detail below

Have you been refused insurance, had any insurance cancelled, declared void (as though it never existed) or had any renewal declined or any special terms imposed since the policy last renewed?

Have you incurred any court judgements (e.g. CCJ's) whether satisfied or not, incurred any form of bankruptcy proceedings (e.g. Individual Voluntary Arrangements - IVA's/Trust Deeds) or statutory insolvency proceedings (e.g. Company Voluntary Arrangements), in the last five years?

Have you incurred any criminal convictions or prosecutions pending?

Do you have any medical conditions or disabilities that could affect your driving ability?

I confirm that the above information is true to the best of my knowledge

We will need to verify your driving licence details from the DVLA:

- Please go to [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Input your driving licence details, National Insurance number and postcode when requested.
- Click 'share my details' and 'get check code'.
- Copy and paste your share code here: .....

Please complete and return this form via email: [members@peterboroughsoupkitchen.org.uk](mailto:members@peterboroughsoupkitchen.org.uk)

Or by post to: **PSK Membership Secretary, PO Box 245, Peterborough, PE3 9DW**

Address: PO Box 245, Peterborough, PE3 9DW - Tel: 07856 535192 - Registered Charity: 1172557