**One-off Volunteer Application Form**

Lead Scotland (Specialists in Linking Education and Disability) is a charity that aims to widen access to learning for disabled people and carers across Scotland. Our organisation’s ability to continue to operate is due in large part to the generous support of volunteers who believe in our mission.

One-off volunteering is perfect for you if you want to make a short term commitment to supporting us for a morning or a few days such as supporting a fundraising event, painting an office, designing a pack, finding an IT solution or some other way which makes a big difference to us. Support from volunteers is crucial to us and to take forward our mission. Please read through the following information and complete our application form - Thank you!

# **Expectations:**

Our main expectations, and yours, are displayed above. Notably one of our key expectations of volunteers is commitment. We ask that you are reliable and commit your time as agreed. In continuing to fill out the following application form it is understood that you hereby agree and accept these expectations.

If you would like to volunteer for longer than a day or few days please talk to Lead staff about a longer commitment.

**Lead Scotland - Scottish charity no 003949.
Company Ltd by Guarantee, registered in Scotland, 110186.**

**Managing Personal Information**

Staff and volunteers will treat your information as private. We store information securely (paper and computer files).Personal information may be shared within Lead Scotland. This will be on a need to know basis to provide effective services.

You have the right to ask to see any information that we keep about you. You may request that it is changed if you think it is inaccurate. The information will be destroyed when it is no longer necessary for us to hold it.

We would ask your permission if we wanted to share any of your personal information outside Lead Scotland. The only exception to this would be if we became aware that you or someone else is at serious risk, or is breaking the law. In that case the law says that we would have to share this information.

I agree that the information recorded on this form is true and accurate. I agree to the conditions described below on data use and storage (Data Protection Act 1998). Yes [ ]  No [ ]

I give permission for photographs of myself to be taken and published in Lead publications website and social media. Yes [ ]  No [ ]

Signature:

Print Name:

Date:

For office use, please specify volunteer’s activities:

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Name:

Preferred Name:

Address:

Postcode:

City/Council Area:

Contact Number:

Email:

**Emergency Contact:**

Name:

Relationship to:

Tel No:

Address:

Do you anticipate any support needs for this volunteering opportunity? If yes, please give details below:

**Equal Opportunities**

Lead would be grateful for your co-operation in completing this next section to help ensure that our equality and diversity policy is being carried out. Completion of this section is voluntary and if you do not complete it, it will not alter the treatment of your application. Lead aims to ensure its practices do not place unnecessary barriers to involvement in our service. You will not be personally identified in any statistics.

**Gender:** Male [ ]  Female [ ]  Transgender [ ]

**Date of Birth:**

**Do you consider yourself disabled?** Yes [ ]  No [ ]

**Nature of impairment:**

Physical [ ]  Hearing [ ]  Visual [ ]  Learning [ ]

Mental Health [ ]

Other:

 **Ethnic origin:**

**Circle as appropriate:** In Employment/Unemployed/Retired/Student/Other

 **Other Requirements**

Are there any issues that might affect where you are placed as a volunteer, e.g. a health issue (Allergies, Asthma, etc.), or discomfort around animals, etc.? Yes [ ]  No [ ]

Please describe:

**Information/Communication Requirements**

Braille [ ]  Audio Tape [ ]  Large print (font size) [ ]

Induction Loop [ ]  BSL Interpreter [ ]  Lip-Speaker [ ]

Other [ ]  Please specify:

**Access Requirement**

Parking Space [ ]  Ramp Access [ ]  Accessible Toilets [ ]