

2026

APPLICATION FORM FOR VOLUNTEERING



**Stable Family
Home Trust**

Where
everyone
matters

**Post Applied
For:**

**Post
Number:** N/A

Application Form

Please complete this form fully using black ink or type. If you have any queries when completing this Application Form, please contact Sally Thurston/Volunteer Co-Ordinator: Mobile: 07731 806538 / Office: 01425 485096 or email: sallythurston@sfht.org.uk

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Right to Volunteer in the United Kingdom

Are you a British subject or a national of any EU country? **Yes** ☐ **No** ☐

If no, do you hold a valid work/volunteer permit and have the right to volunteer in the United Kingdom? **Yes** ☐ **No** ☐

Section 1: Personal Details

Surname:

Title:

Forename:

Preferred Name:
(If Applicable)

Home
Address:

Postcode:

Home Telephone:

Mobile Telephone:

E-mail
Address:

Driving: Only complete this section if you want to drive as part of your Voluntary Role

Driving Licence:

Do you hold a valid UK Driving Licence? **Yes** ☐ **No** ☐

Do you have any current endorsements? **Yes** ☐ **No** ☐

If yes, please provide details:

Driving Groups permitted under Licence:

Do you have the use of a car? **Yes** ☐ **No** ☐

Section 2: What attracted you to Volunteering with SFHT?

Section 3:
Do you have any skills, interests or experience that you would like to utilise at SFHT?

Section 4: Have you had any other voluntary experience?

Section 5: Do you have knowledge or experience of adults with learning disabilities?

Section 6: Leisure
Please note here any leisure interests, sports and hobbies, other pastimes etc

Section 7: About You

Please provide any other information that you feel would be beneficial to your Application

References:

If your Application for Volunteering is successful, you will be required to give consent to SFHT to apply for references. You will need to provide the name and address or email of two referees – preferably one character reference and one in a professional capacity. The referees should not be a relative and must have known you for over 12 months. (In the event that you have volunteered or been employed in the Health & Social Care Sector – please include this as a reference). If you are a student, it would be beneficial to give an academic referee.

General Information:

As this position involves support of vulnerable adults volunteering is dependent upon the following:

- 1) Your written consent to obtaining a Standard or Enhanced Disclosure Certificate for the Disclosure & Barring Service (DBS) or an approved umbrella body.
- 2) Such Disclosure being acceptable.
- 3) Proof of identity- passport (if available), birth or marriage certificate (where appropriate).
- 4) Two satisfactory written references.
- 5) That you are willing to have a photograph taken of yourself for retention on our records.

Section 8: Disabilities

Do you require any special arrangements to be made for your interview?

Yes

☐

No

☐

If “yes”, please give brief details on how we could accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:

Section 9: Personal Declaration

I hereby certify that:

- All the information on this Application Form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct.
- All questions relating to me have been accurately and fully answered.
- I understand that any false statement may give cause for termination should I be accepted for volunteering.
- I consent to The Stable Family Home Trust processing the information given on this form, including 'sensitive' information, as may be necessary during the recruitment and selection process.
- I have read and, if appointed, am prepared to accept the conditions set out in the Job Description.
- I understand that if my application is unsuccessful, this application will be deleted or destroyed. However, the Trust may ask for my consent to keep my Personal Data on file in case there are future volunteering opportunities, which may be held on file for a maximum of 6 months and where appropriate, my details may be passed onto other Line Managers. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below.

Signed:

Date:

Section 10: Agreement to use my Data

The Stable Family Home Trust undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 2018.

All completed applications are handled by SFHT. A copy of our Privacy Policy can be seen on <http://www.sfht.org.uk/website-privacy-information> and a copy of our Applicant Privacy can be found at the end of this Application Form.

Please confirm you have read this information and that you accept this Privacy Policy:

Signed:

Date:

RETURNING THIS FORM



By Hand or Post:

Sally Thurston / Volunteer Co-Ordinator
The Stable Family Home Trust
The Stables
Bisterne
Ringwood
Hampshire. BH24 3BN.

By E-Mail:

sallythurston@sfht.org.uk

Enquiries:

Mobile: 07731 806538
Office: 01425 485096

Thank you for your interest in this Voluntary post

Applicant Privacy Policy:

As part of any recruitment process, SFHT collects and processes data relating to Applicants. The Trust is committed to being transparent about how it collects and uses that data and to be compliant with the General Data Protection Regulation (GDPR).

What Information does SFHT collect?

SFHT collects a range of information about you. This includes;

- Your name, address and contact details, including email address and telephone number;
- details of your skills and experience;
- whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to volunteer in the UK.
- Driving Licence and current endorsements if this is relevant to post applied for.

SFHT may collect this information in a variety of ways. For example, data might be contained in Applications Forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. All this information will be kept safe in our electronic system and only the designated people will have access to your Personal Data.

If successful in your interview, we may collect data about you from third parties. We will seek information from third parties only once a voluntary post has been offered to you and we will inform you that we are doing so.

Data will be stored in a range of different places, including HR system, electronic personal files, IT systems (including email).

Why does SFHT process Personal Data?

We need to process data to take steps at your current request prior to entering into an agreement with you. We may also need to process your data to enter into an agreement with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to volunteer in the UK.

SFHT has a legitimate interest in processing Personal Data during the recruitment process and for keeping records of the process. Processing data from applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for volunteering and decide to whom to offer a voluntary role. We may also need to process data from applicants to respond and defend against legal claims.

SFHT does not process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to meet our obligations under the Equality Act 2010.

If you are interested in volunteering for The Trust but there are no current vacancies available, we will ask your consent to keep your email address and the vacancy you would be interested in, thus we will inform you of any upcoming vacancies. We will keep this information for 6 months and you would be free to withdraw your consent at any time by contacting Volunteer Coordinator on: 01425 485096 / 07731 806538.

Who has access to Data?

Your information may be shared internally for the purposes of the recruitment process. This includes members of Senior Team Leadership, HR, interviewers involved in the recruitment process, Managers in the department where there is the current vacancy and our IT provider to create your company login if successful.

We will not share your data with third parties, unless your application for volunteering is successful and we make you an offer of a voluntary placement. If applicable, we will then share your data with former employers to obtain references for you and to obtain necessary background checks.

How does SFHT protect Data?

We take the security of data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our designated staff in the proper performance of their duties.

For how long does SFHT keep Data?

If your Application for Volunteering is unsuccessful, the organisation will hold your data for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your Personal Data on file, we will hold your data on file for consideration for future voluntary opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will normally be asked whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your Application for Volunteering is successful, Personal Data gathered during the recruitment process will be transferred to your Human Resource File (electronic based) and retained during your volunteering. The periods for which your data will be held are contained in our **Retention of HR Records Policy and in the Privacy Policy**.

Your rights; As a Data Subject, you have a number of rights. You can:

- Ask to see your data to check its accuracy at any time via a Subject Access Request (SAR).
- Access and obtain a copy of your data on request, and this request is free of charge.
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where SFHT is relying on its legitimate interests as the legal ground for processing.

What if you do not provide Personal Data?

You are under no statutory or contractual obligation to provide data to SFHT during the recruitment process. However, if you do not provide the information, we will not be able to process your application at all.