



## Your health

Do you suffer from any of the following; heart conditions, diabetes, fits or blackouts, any physical or mental infirmity, or other health problems? Yes/No

If yes, please provide further details below

This information will be used in discussion with you concerning any duties you may perform

## Your experiences

Please provide brief details of any employment history and/or volunteering history

## Your interests

Please provide brief details of any hobbies or interests as this may shape future volunteering opportunities

## Driving

If you are able to drive for the Society:

a) Do you hold a full clean driving licence?	
b) Have you had a driving accident in the last five years?	
c) Are you prepared to transport members on occasions in your own car?	
d) Would you be willing to drive the Society's mini bus or car?	

If the answer to a) and/or c) is yes, we would wish to ensure that you have it noted with your insurance company that you are a volunteer for MBWS. We have a form for the insurance company to stamp that we will provide. This would need to be returned before transporting any visually impaired person in your own vehicle. There should be no cost for this, although in a very small number of cases insurance companies have mentioned an administration cost but in each case, if the volunteer has let us know and we have spoken to the company, this has been waived

## Convictions

Through the 1975 Exemptions Order of the Rehabilitation of Offenders Act 1974, and by virtue of the nature of the post for which you are applying working with vulnerable adults, we are obliged to ask the following questions. Any information supplied by you will remain confidential and considered only in relation to this application

With the exception of minor motoring offences, have you ever been convicted of any criminal offence by a Court of Law?	
If yes, please provide brief details	
Have you ever been convicted of abuse or have been the subject of any investigation or enquiry into abuse or other inappropriate behavior?	

## Person to Notify in Case of Emergency

Name	
Phone	
Relationship	

## References

Please provide the names and addresses of two individuals who will be prepared to provide a short character reference on your behalf

Name	
Address	
Relationship to you	

Name	
Address	
Relationship to you	

## Agreement and Signature

Maintaining confidentiality is a very important aspect of our work for both your protection and that of the members and in signing this form it is accepted that you understand and agree to this

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

## **Manx Blind Welfare Society's Staff and Volunteers Code of Conduct**

All Staff and Volunteers working on behalf of Manx Blind Welfare Society (MBWS) are bound by this code of conduct. As an organisation we are committed to the provision of help, support and advice to blind or visually impaired individuals who are resident on the Island, more specifically to those who are members of our society.

Staff and Volunteers will maintain as strictly confidential any member information that they may be privy too in the course of the duties they are performing.

Staff and Volunteers must not accept any gift or reward from members for the duties they are performing, or have performed, but care must be taken in certain circumstances not to cause offence; basic gifts of appreciation may be accepted where the value is low (i.e. less than £20.00); if you are concerned or unsure about any aspect of a gift please seek advice from the Chief Executive

All gifts received must be recorded in the MBWS gift register which is kept in the Administrators Office

All staff will issued with an I.D. badge, this does not need to be prominently displayed but should be available for inspection if required at anytime.

Staff and Volunteers are responsible for their own personal safety and will undertake to do the same for any colleagues, visitors or members in their area of operation.

All Staff and Volunteers must be presentable at all times and their dress code should reflect this requirement.

When visiting Members in their home, it's important to introduce yourself clearly, explain the purpose of your visit, to ensure the safety and well being of the Member do not move any items around within property.

All Staff and Volunteers when working on behalf of MBWS will act with propriety and sobriety at all times and will work in compliance with all statutory and internal MBWS policies and procedures.

All Staff and Volunteers will act in a manner consistent with the preservation of the reputation of the Society and the dignity, privacy and health and well-being of their colleagues, visitors and members of the society.