**VOLUNTEER APPLICATION FORM**

**Thank you for offering to give your time and skills to Tools with a Mission (TWAM)** **through volunteering.**

TWAM could not operate without its incredible team of volunteers. Please let us know what role/s you are interested in by ticking the applicable roles from the list below.

**Your contact details**

Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

​Tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What you would like to do for TWAM**

|  |  |  |
| --- | --- | --- |
| **At a Refurbishment Centre**  Tick the volunteer opportunities you are interested in |  | In the Refurbishment centre |
|  | In the Office |
|  | In the Driving team |
| **Home based**  Tick the volunteer opportunities you are interested in |  | Tool Refurbisher (working from home) |
|  | Local volunteer tool collector |
|  | Local volunteer speaker |
|  | Area Development Manager |

**Where would you like to do it**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Refurbishment Centre**  Please tick |  | Coventry |  | Kenilworth |
|  | Cowdenbeath |  | Penarth |
|  | Halstead |  | Frinton |
|  | Ipswich |  | From home |
|  |  |  |  |

**A few things it would be helpful to know**

|  |
| --- |
| **Relevant Experience:** |
|  |

|  |
| --- |
| **Health History:** Please let us know if you have had any medical condition or disability, which we will need to take into account for you to safely complete your volunteer role. If you prefer you can inform us on 01473 210220 |
|  |

**Character References**

Volunteering with Tools with a Mission is a very important role, so please provide us with two people we can approach for a reference.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Email |  |
|  |  |
| Name |  |
| Address |  |
| Phone |  |
| Email |  |

The facts set forth in this application to be a TWAM volunteer are, to the best of my knowledge true and complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When completed, please return this form to our head office in Ipswich.

**What happens next?**

Once we have received your application…

1. We’ll ask the person you will be working with to ring you for an informal chat. This is just to ensure you understand what tasks and responsibilities your potential role has. It will also give us an opportunity to introduce you to the person who will be responsible for you and support you. This is normally the manager of the Refurbishment Centre, or a member of the Head Office Volunteer support team.
2. If at the end of the phone call everyone is happy to proceed we will take up references. Once satisfactory references have been received we will be in touch again.
3. If everything works out we will then invite you to visit the place where you will be volunteering for an induction, or if you are volunteering from home, ring you again to confirm your appointment and answer any questions you may have. At the meeting or by post we will send you the last few forms to be completed. Once these are completed, everything is done. We’re delighted to welcome you to TWAM!
4. You’re then good to go and we will then agree any training you may need.

**Tools with a Mission**

2 Bailey Close, Hadleigh Road Industrial Estate, Ipswich, IP2 0UD

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