

## **St Germans Community Village Shop and Post Office. Volunteer Application.**

If you wish to become a volunteer assistant in the St Germans Community Village Shop and Post Office, we will need to ask you for some information about yourself. We try to keep any form filling to a minimum but you should be aware that the data you provide will be held in the Shop database.

### ***Rights and Responsibilities of St. Germans Community Village Shop Volunteers***

#### ***All volunteers have the right:***

- to be actively involved in the project
- to have a description of their roles and what is expected of them
- to be given appropriate training
- to be safe in their workplace
- to have all concerns or questions dealt with promptly
- to stop or change their involvement with the project at any time
- to have their personal information kept in a secure and responsible manner
- to have open access to the personal information kept on them by the Shop Manager/management committee
- to receive up-to-date information about St. Germans Community Village Shop activities
- to attend all the volunteer social events
- to have fun working in the shop!

#### ***All volunteers have the responsibility:***

- to abide by St. Germans Community Village Shop policies
- to ensure all necessary paperwork is completed
- to undertake appropriate training ie. Health and Safety/Hygiene
- to inform the Shop Manager of any changes if unable to work a shift.
- to work in a safe manner.
- to respect confidences
- to respect the property of St Germans Community Village Shop and its staff and volunteers
- to be reliable and honest
- to wear the St Germans Community shop apron when serving in the shop.
- to act appropriately and set a good example to others
- to inform, in the first instance, the Shop Manager if they have a problem.

**Personal Details**

Surname:- \_\_\_\_\_

First Name:- \_\_\_\_\_

Address:- \_\_\_\_\_  
\_\_\_\_\_

Postcode:- \_\_\_\_\_

Email:- \_\_\_\_\_

Telephone:- Daytime:- \_\_\_\_\_

Evening:- \_\_\_\_\_

Mobile:- \_\_\_\_\_

I confirm that I am over 18 years old. YES NO

If your are under 18 years old,  
please provide your date of birth \_\_\_\_\_

(This is ensure that we have clear undertaking that we have no staff who will be  
selling alcohol or tobacco products)

Please provide details of another contact should it be necessary:-

Surname:-

First Name:-

Address ( if different from above):- \_\_\_\_\_  
\_\_\_\_\_

Telephone (if different from above) Daytime:- \_\_\_\_\_

Evening:- \_\_\_\_\_

Mobile :- \_\_\_\_\_