



## **Jamie's Computers**

Unit 32, Mount Pleasant Industrial Estate

Mount Pleasant Road

Southampton, SO14 0SP

[www.jamies.org.uk](http://www.jamies.org.uk)

[enquiries@jamies.org.uk](mailto:enquiries@jamies.org.uk)

***Telephone:*** 02380 632 198

# Volunteering Application Form

Please read the attached Guidelines **before** completing all sections of this form. Once complete, please return to the above address.

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Jamie's Computers is a social enterprise of Southampton homelessness charity, The Society of St James.

Registered Charity Number 1043664

**Section 1 – Your Details**

Title:.....

First Names:.....

Surname:.....

Address:.....

.....

.....

Post Code:..... Tel No:.....

Mobile Number:.....

E-mail Address:.....Age:.....

Where did you hear about

us?.....

**Section 2 – Reference**

Name:.....

Position:.....

Company: .....

Address:.....

.....

.....

.....

Post Code:.....

Tel No:.....

Your referee will be contacted only if you are successful at interview.

**Section 3 – Qualifications/Training/Work Experience**

Please give details of any qualifications you have or training that you have attended that you think might be relevant.

Qualification/Training	Date

Please give details of your work history.

Place of Work	Position	Period	Reason for Leaving

**Section 4**

Please use this section to give details about any other experience or skills you have that may be relevant.

Please tell us why you wish to volunteer at Jamie's.

**Section 5 – Criminal Record**

Have you ever been convicted of a Criminal Offence? Yes/No  
If the answer is 'Yes', please give details of the date(s) of offence(s) and sentence(s) passed including 'spent convictions'.

Whilst it is not our intention to discriminate against ex-offenders, the duties outlined in the role description mean that this post would be exempt from the provisions of Section 4(2).

**Section 6 – Availability**

Please give an indication of when you would be available to volunteer.

Monday am	<input type="checkbox"/>	Monday pm	<input type="checkbox"/>
Tuesday am	<input type="checkbox"/>	Tuesday pm	<input type="checkbox"/>
Wednesday am	<input type="checkbox"/>	Wednesday pm	<input type="checkbox"/>
Thursday am	<input type="checkbox"/>	Thursday pm	<input type="checkbox"/>
Friday am	<input type="checkbox"/>	Friday pm	<input type="checkbox"/>

Date form completed    /    /    .

## Monitoring

The Society of St. James has a policy of providing equal opportunities. In order that the implementation of the policy can be assessed, you are asked to tick the appropriate boxes below.

**Sex -** Male  Female

**Age -** 18 - 25  26 - 35  36 - 45   
46 - 55  56 +

### Ethnic Origin -

**White** British  Irish  Other

**Mixed** White & Black Caribbean  White & Black African   
White & Asian  Other

**Asian or Asian British** Indian  Pakistani

Bangladeshi  Other

**Black or Black British** Caribbean  African  Other

**Chinese or other ethnic group** Chinese  Other

Do not wish to give information

**Do you class yourself as being disabled** Yes  No

If Yes, does your disability fall within one of the following categories:

Dyslexia  Blind/partially sighted

Deaf/hearing impairment  Mental health disability

Needs personal care support

Wheelchair user/other mobility difficulties

Unseen disability e.g. diabetes, epilepsy, asthma

Multiple disabilities  Other disability

Do not wish to give information

# Jamie's Computers

**\*Please read before completing form\***

## **Volunteer Guidelines**

### **1. Aims and Objectives of Jamie's Computers**

The aims of the project are:

- The prevention of waste, through our refurbishment and recycling operation;
- The provision of affordable IT to people who wouldn't otherwise have access.
- The provision of learning and training to adults.

### **2. Our Clients**

Due to the nature of our project we work with volunteers, service-users and people on unpaid work orders, who attend Jamie's to learn new skills, and to gain experience within a working warehouse.

### **3. Our Use of Volunteers at Jamie's Computers**

We have found that the use of volunteers can bring great benefits to Jamie's. In order to become a volunteer at Jamie's we would need you to be able to answer the following questions positively:

- Can you sign up to and adhere to The Society of St James Rules of Conduct?
- Can you match the resources we require? (see Task Allocation below)
- Can you work within a team and on your own initiative?
- Are you over 18 years old?

### **4. Recruitment and Screening**

Jamie's Computers aims to recruit volunteers with a range of skills that will benefit the service provision and meet the aims and objectives set out above.

We aim to provide volunteers with meaningful and rewarding tasks that will enable them to gain new skills or improve on existing skills (see section 5 for training).

All volunteers must complete an Application Form and supply one reference.

Further details of the stages of recruitment and our commitment to equal opportunities are set out in our Volunteer Recruitment Procedure and The Society's Equality & Diversity Policy (available on request).

## **5. Training & Support**

Job specific training needs and opportunities will be identified and discussed during the volunteering period with the Volunteer's supervisor and attendance will be agreed with the Volunteer's supervisor where necessary.

## **6. Task Allocation**

Tasks fall within different areas of operation:

### IT Workshop

**Volunteering** alongside our staff, work-placements and trainees, you will assist within our IT re-use and refurbishment operation.

### Warehouse

**Volunteering** alongside staff you will assist with loading and unloading IT equipment, booking items onto the systems and keeping records. Accompany staff to collect items from business premises. General warehouse duties.

### Training

**Volunteering** with our learners in our IT Learning Zone, you will provide 1:1 support and small group workshops in basic IT use, including use of the Internet, email and word-processing.

### Sales & Marketing

**Volunteering** alongside staff you will assist with a variety of sales enquiries which include Internet sales, telephone and face-to-face. There is also the possibility of becoming involved in the marketing of Jamies.

### Admin

**Volunteering** alongside staff you will assist with providing a reception service, dealing with enquiries face to face and telephone. There is also a wide variety of office duties.

A decision will be made by staff, based on the information shared on the application form and during the interview, of which tasks best meet the needs of Jamie's Computers and the needs and skills of the

applicant. Tasks will then be allocated and regularly reviewed depending on the needs of the project.

## **7. Volunteering Hours**

Volunteers can indicate on their application form the hours that they are available to volunteer.

If a volunteer is unable to attend for any reason, they are asked to contact us so that alternative cover can be arranged.

## **8. Intellectual Property & Production of Materials**

Any intellectual materials produced by volunteers relating to or for the benefit of Jamie's Computers, will be the property of Jamie's Computers unless prior agreement has been made to the contrary with the Chief Executive before such production has taken place.

## **9. Health & Safety, and Insurance**

The Society of St James' Health & Safety Policy applies to volunteers at Jamie's Computers, (available on request).

Volunteers are covered by The Society of St James' insurance policies.