**Sample Volunteer Application Form Checklist**

Name of applicant:

Role(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure** | **Date** | **By whom** | **Notes** |
| Application received. |  |  |  |
| Acknowledgement sent |  |  |  |
| Relevant staff / Senior Volunteer contacted and advised |  |  |  |
| References Requested |  |  |  |
| References Chased |  |  |  |
| Reference 1 received:  Reference 2 received |  |  |  |
| Specialist skills / experience? |  |  |  |
| Interview Date. |  |  |  |
| Interviewed. |  |  | Safer Recruitment Staff Member  Team Leader/ Staff Member |
| Id and Address Check on file |  |  |  |
| Any issues arising from interview? |  |  |  |
| Safeguarding Training completed |  |  |  |
| Health & Safety Training completed |  |  |  |
| DBS needed for Role? |  |  |  |
| DBS passed |  |  |  |
| Id Badge Issued |  |  |  |
| Parking permit requested |  |  |  |
| Individual arrangements / adjustments required? |  |  |  |
| Staff member / Senior Volunteer has contacted applicant for induction |  |  |  |
| Start date. |  |  |  |
| Volunteers database updated |  |  |  |
| Date for additional training (if required). |  |  |  |
| Date for review – diarised |  |  |  |
| Chapter Member advised |  |  |  |
| Added to group emails and distribution lists |  |  |  |
| Induction checklist completed and received. |  |  |  |
| Any other notes. | | | |