

# FARA CHARITY SHOPS - VOLUNTEER ENROLMENT FORM

SHOP NAME \_\_\_\_\_

## PERSONAL DETAILS

Surname \_\_\_\_\_ (Mr./Mrs./Miss) First Name \_\_\_\_\_

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

Telephone Number \_\_\_\_\_ (Home)

\_\_\_\_\_ (Mobile)

Date of Birth \_\_\_\_\_

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

*Emergency Contact details – Please give the name of a family member or close friend who we can contact in the event of an emergency*

Emergency contact Name \_\_\_\_\_

Emergency contact Telephone number \_\_\_\_\_

## HEALTH

Please detail below any health ailment which FARA should be aware of:

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(We need to know if any of the duties asked of the volunteers could have a damaging effect on your health.)

Please provide details of any medication taken in case of an emergency:

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## CRIMINAL CONVICTIONS

Have you had any criminal convictions? YES/NO

If YES, please give full particulars (including dates)

I HEREBY DECLARE THAT THE INFORMATION GIVEN IN THIS FORM IS, TO THE BEST OF MY KNOWLEDGE CORRECT

Signature ..... Date .....

# Training record for ALL VOLUNTEERS

What are the hazards	Explained by (signature)	Signature of volunteer	DATE
Location of health and safety literature			
Fire safety training			
First Aid			
Safe use of equipment Electrical/ Steaming			
Hazardous substances/ Cleaning products CoSHH			
Good Housekeeping			
Prevention of accidents from slips, trips and falls			
Manual handling/ safe lifting			
Sorting donations			
Personal safety responsibilities/ Threatening behavior by customers			
Safe stacking and storage/ Falling objects			
Waste disposal			
Smoking			

## Guidelines for Volunteers under 16 years old

**No shop can have a volunteer under the age of 13 years old.**

Any volunteers aged between 13 years and 16 years may not work paid or unpaid:

- For more than two hours on a school day or Sunday
- Before the close of school hours
- For more than 12 hours a week during term time
- For more than five hours (13-14 year olds) or eight hours (15-16 year olds) on Saturdays and during school holidays on weekdays
- For more than 25 hours in total a week – 35 hours if aged 15 or over – during school holidays
- For more than four hours without taking a break of at least one hour.

In addition, young people must have a two-week break from any work during the school holiday in each calendar year.

**No one under 16 may be employed in manufacturing or any dangerous activity – volunteers should never be left on their own or asked to work at a height.**

**It is FARA Policy that no one under 16 may use the till or handle cash.**

Name of Secondary School: \_\_\_\_\_

Contact details of parent/ guardian: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

I give consent for my child to work as a volunteer at \_\_\_\_\_ FARA Charity Shop  
Location of shop

Signature of parent/ guardian \_\_\_\_\_ date \_\_\_\_\_