**Healthwatch Sutton (HWS) Volunteer Application Process**

**Pack posted/emailed to those who have expressed an interest or requested information**

* **Letter**
* **Application form (yellow form/online form)**
* **Expression of interest form (green form/online form)**
* **Application process (this form)**
* **Role Descriptions and requirements**
* **Healthwatch Volunteer Agreement (to be signed after interview)**

**Application and Expression of interest forms completed and returned to HWS**

**Volunteer agreement, conflict of interest, emergency contact details returned and kept in volunteer’s personal file. Database updated**

**Relevant training organised – if applicable**

**Disclosure and Barring check made**

**Relevant training completed – Disclosure and Barring check made (if appropriate) applicable**

**CRB check processed – if applicable**

**Volunteer agreement, emergency contact details and conflict of interest declaration are completed. Copy of Volunteers Handbook and HWS policies given**

**On receipt of 2 references volunteer will be contacted and invited for an informal interview**

**HWS badge and authorisation given.**

**Healthwatch Sutton volunteer badge and authorisation given**

**References received and retained on volunteers personal file**

**Volunteer contacted to arrange informal interview**

**Application form received - Two reference requests made**

**Personal file for Volunteer is set** **up**

**After informal interview either or both parties may agree not to proceed**

**Informal Interview held, the following forms are given to Volunteer.**

* **Volunteer agreement**
* **Policies and procedures**
* **Disclosure and Barring application (if appropriate)**

**HWS**

**Applicant process**