

# VOLUNTEER FORM 2023

The Irish Pilgrimage Trust,

Kilcuan, Clarinbridge, Galway. H91 W596

Phone no 091 796622 Email [info@irishpilgrimagetrust.com](mailto:info@irishpilgrimagetrust.com)

Charity Registration Number 20009953 – CHY No. 5992

For more information see our website:-

[www.irishpilgrimagetrust.com](http://www.irishpilgrimagetrust.com)



Office Use Only

Group No.	SCAN	ID Number

Version Sep 2019 – Issue 03

**PLEASE READ CAREFULLY:** All information given is strictly confidential. Return your completed form to The Irish Pilgrimage Trust along with your completed NVB Vetting Form (see No 20). Thank you.

**ALL** Volunteers must complete sections 1 to 20.  
Volunteers aged 70 or over **MUST** Complete Section 22.  
**GROUP DOCTOR / DENTIST** Complete Section 21  
**GROUP NURSE** must also Complete Section 23.  
**Second Level Students** must also complete Section 24-25.

1. Mr \_\_\_ Mrs \_\_\_ Ms \_\_\_ Fr \_\_\_ Sr \_\_\_ Dr \_\_\_

2. FIRST NAME: \_\_\_\_\_

3. SURNAME: \_\_\_\_\_

4. DATE OF BIRTH: \_\_\_\_\_

5. NAME ON PASSPORT: \_\_\_\_\_

**COPY OF Passport Enclosed** YES  NO

Passport Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

VALID EHIC Card YES  NO

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

6. CURRENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EIR/POST CODE \_\_\_\_\_

Phone No's: \_\_\_\_\_

Mobile No's: \_\_\_\_\_

7. Email address: \_\_\_\_\_

\_\_\_\_\_

8. Next of Kin in case of emergency

Name \_\_\_\_\_

Phone No.: \_\_\_\_\_

9. Have you travelled with The Irish Pilgrimage Trust before? Yes  No

If yes, Group No: \_\_\_\_\_ Year \_\_\_\_\_

If you have been invited to join a group, who is The Group Leader -

\_\_\_\_\_

## DATA PROTECTION STATEMENT

The Irish Pilgrimage Trust will only process your information for the reason / extension of the reason that it was obtained. Your data will not be passed onto third parties or accessed by any unauthorised individuals. Your data will be stored securely and will be processed in association with the Data Protection Acts 1988, 2003 and 2018 alongside GDPR legislation.

Please note that by completing this form, you are consenting to the Irish Pilgrimage Trust processing your personal information. Refer also to section No. 18 below.

## 10. **TWO REFEREES REQUIRED – NOT RELATED TO YOU**

I have notified my Referees and I consent to The Irish Pilgrimage Trust contacting the following two people for my character reference information.

A. Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Mobile Number: \_\_\_\_\_

Daytime Phone Number/s: \_\_\_\_\_

B. Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Mobile Number: \_\_\_\_\_

Daytime Phone Number/s: \_\_\_\_\_

11. Please list any other information that you feel might be relevant, (e.g. Special skills/talents, Musician etc)

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Do you speak French, what level? YES  NO

12. Have you completed Manual Handling Training in the last 3 years? YES  NO

If yes: Year completed \_\_\_\_\_

Trainer/Company: \_\_\_\_\_

Have you completed People Moving and Handling training in the last 3 years? YES  NO

If yes: Year completed \_\_\_\_\_

Trainer/Company: \_\_\_\_\_

13. If you have a significant Medical Condition please bring a copy of your medical summary and please bring an adequate supply of medication.

14. Do you use a Wheelchair/Walking Aid YES/NO

15. Do you have a Covid 19 Cert? YES/NO

Please include a copy of your Certificate

16. For vetting purposes please confirm if you lived in England/Scotland/Wales in the past 3 years?

YES  NO

17. If you are a Full-time 3<sup>rd</sup> Level Student, which

College do you attend: \_\_\_\_\_

18. The following information is required for safeguarding:

Have you ever been, or are you currently, the subject of any investigation, complaint or disciplinary procedure, caution, or awaiting the outcome of any pending prosecution? Yes  No

Have you ever been convicted of a criminal offence, or been subject to caution or bind over against an individual or individuals? Yes  No

Has an order ever been made against you in respect of a child in your care, which has been found to be in need of care, protection or control?

Yes  No

19. I hereby declare that the details on this form are correct at the date below.

I have read and understood the Trust's Code of Practice and the Trust's Safeguarding Policy (both available on [www.irishpilgrimagetrust.com](http://www.irishpilgrimagetrust.com)) and I am suitable in every way to perform the work and duties of a volunteer / carer.

I undertake to advise the Trust if any incident or occurrence arises, or is brought to my notice, between completion of this form and my participation in The Irish Pilgrimage Trust activities, concerning matters referred to in Question 17 above. I undertake to provide any further relevant information and advise The Irish Pilgrimage Trust of any changes after the date below in the information supplied on this form.

I will not use or bring any illegal substances on The Irish Pilgrimage Trust pilgrimage. I agree not to be under the influence of alcohol or any other substance which might reduce the standards of care and behaviour required. I agree to comply with directions received from The Irish Pilgrimage Trust on these matters.

I understand that my image may be contained and used in photographic and video material published by the Trust in all its promotional publications including hardcopy, electronic and internet and hereby give consent to such use.

The information provided on this Volunteer Form may be used by The Irish Pilgrimage Trust to assist the Trustees and Group Leaders in deciding who best to nominate/choose as Carer on the Easter Pilgrimage, Hosanna House and/or Friendship Weeks in Cois Cuain/Kilcuan.

The information may be disclosed to the Trust Medical Doctor, Trustees and Group Leaders.

You, as the provider of the information are entitled to a copy of your information on request under section 15 of GDPR legislation.

You, as the provider of the information are entitled to rectify, and/ or remove the information where possible if inaccurate or processed unfairly.

I understand and accept that I am required to complete training to act as a Carer with The Irish Pilgrimage Trust.

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Parent or Guardian must sign here if the volunteer is under 18 years of age

\_\_\_\_\_  
PARENT/GUARDIAN Date: \_\_\_/\_\_\_/\_\_\_

If Guardian please specify under what authority

\_\_\_\_\_

**20. General Information**

Please contact the office in relation to current fares/cost for our Easter Pilgrimage, Hosanna House and Friendship Week in Kilcuan/Cois Cuain (091 796622) As the Trust is dependent on Fundraising and donations to continue its work, each carer is ask to help fundraise with their Group.

**21. National Vetting Bureau vetting**

All Carers in Southern Ireland MUST complete the National Vetting Bureau Vetting form (NVB2)

Please check if your Vetting is in date with The Irish Pilgrimage Trust Phone 091 796622

If under 18 MUST also complete National Vetting Bureau – Parent/Guardian Consent Form

All forms are available on our website

**22. DOCTOR/DENTIST SECTION**

Doctor Medical Council Number \_\_\_\_\_

Dentist Membership Number \_\_\_\_\_

**23. OVER 70 SECTION**

*If you are OVER 70 years, the information below MUST be completed & signed by your Family Doctor.*

The following information is required for medical and insurance purposes.

In my opinion, \_\_\_\_\_ is medically fit to travel to Lourdes/attend Friendship Week as part of The Irish Pilgrimage Trust.

Signed: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

SURGERY STAMP



**24. GROUP NURSE SECTION**

**REGISTRATION**

Name: \_\_\_\_\_

PLACE of WORK: \_\_\_\_\_

QUALIFICATIONS: \_\_\_\_\_

P.I.N. \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Please enclose a copy of your

Current Nursing and Midwifery Board of Ireland renewal Letter

OR

Current Cert UK CC renewal

Specialist Training \_\_\_\_\_

As Group Nurse, I have read the Code of Practice, Safeguarding Policy and the Protocol for The Irish Pilgrimage Trust Group Nurses and I agree to adhere to them. (all available on our website [www.irishpilgrimagestrust.com](http://www.irishpilgrimagestrust.com))

YES  NO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 25. 2<sup>nd</sup> Level Student Carer

### Permission to Travel & Health Form

2<sup>nd</sup> LEVEL STUDENT FULL NAME (print)

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I confirm that:

- (a) The above named person will be able to travel to Lourdes/attend Friendship Week as a Student Carer.
- (b) The above named person will not bring any unprescribed medication or illegal substances.
- (c) In the event of an emergency, where urgent medical treatment is required, I authorise any one of the following officials of The Irish Pilgrimage Trust, Kilcuan, Clarinbridge, Galway, to sign on my behalf any form of consent required by any medical authorities.

*French Translation: En cas d'urgence, où des soins médicaux urgents seraient nécessaires, j'autorise n'importe lequel des responsables suivants de TRUST de signer à mon nom un formulaire de consentement exigé par les responsables médicaux.*

Trust Chairperson  
Trust Doctor  
Trust Nurse  
National Co-ordinator  
Group Leader

- (d) Please advise if the above named person has any medical condition that we should be aware of,
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- 

Please contact The Trust if there is any change in the above named person's condition or medication.

SIGNED \_\_\_\_\_  
Student

SIGNED: \_\_\_\_\_  
Parent  Guardian  Other

If 'Guardian' or 'Other', please specify under what authority

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## 26. Guidelines/Rules for 2<sup>nd</sup> Level Student

The following guidelines and rules will apply to all 2<sup>nd</sup> Level Student Carers travelling to Lourdes, attending Friendship week or participating in other Trust activities.

Student Carers are representing their respective schools, and therefore all school rules apply during the pilgrimage.

In the interests of the overall safety and welfare of all group members, the following rules apply

- Student Carers must be aged over 16.
- The consumption of alcohol and illegal substances/drugs are forbidden, smoking is never permitted in front of the young people in our care.
- The Group Leader must always be aware of the whereabouts of the Student Carer. Student Carer will not leave the Group or activity area unless accompanied by other Carers to include Youth Group meeting, reconciliation service, Hosanna House, Kilcuan, Cois Cuain etc.
- A Curfew of 12 midnight applies to all Student Carers, including those who are 18 or over.
- Second Level Student Carers must show respect and act responsibly at all times to the other members of the group.

Second Level Student Carer must accept the authority of the Group Leader in all matters.

The Trust's Pilgrimages to Lourdes and Friendship week is a wonderful experience to be enjoyed by everyone who participates. These Guidelines are in place to ensure the safety and enjoyment of all.

Signatures:

\_\_\_\_\_  
STUDENT

\_\_\_\_\_  
PARENT/GUARDIAN