

Lowestoft Town Hall

Volunteer Enquiry to Appointment Check List



Volunteer's Name:

Telephone no:

Address:

Email:

Date / method of enquiry:

Volunteer role interested in:

Activity	Owner	Date
Initial enquiry: Send Enquiry Response Letter, Application Form, Role Description, Equal Opportunities Monitoring Form.		
Follow-up call: (to encourage completion of Application Form / Equal Opportunities Monitoring Form, and answer any questions)		
Application Form received		
Equal Opportunities Monitoring Form received		
Interview arranged on [date]		
Paper file created		
Interview held		
Acceptance letter issued with Welcome Pack subject to references (and CRB if applicable)		
CRB form sent		
References requested		
References received		

CRB disclosure received		
Volunteer formally approved / rejected by telephone / letter		
Induction planned: Volunteer sent invitation to induction, Induction Checklist and other appropriate information		
Policies & GDPR – has the volunteer read the appropriate policies and signed check sheet		
6 month check -in		
Annual check in		

