

**WILTSHIRE COUNCIL
EMPLOYEE VOLUNTEERING SCHEME**

CONSENT FORM

Line Managers consent

Name of prospective Volunteer:

Work Address:

.....

..... **Tel No.:**

Line Manager:

Work Address:

.....

..... **Tel No.:**

Line Manager's reference:

Please give your view on the staff member's suitability for the role. Please comment, insofar as you have relevant knowledge, on the following:

Personal qualities (to include life attitudes, integrity, personal strengths and weaknesses etc.)

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Motivation (what you understand to be the reasons why the applicant wishes to volunteer/mentor)

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Relationships with others and any knowledge of parenting capacity and working with young people

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Any other circumstances which could affect, the possible success of the applicant as mentor for a young person

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Length of time you have known the applicants

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Signature: Date.....

Line Manager’s refusal to request: I am unable to support this request for volunteering activity because:

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.....

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Signature: Date.....

Line Manager’s consent: I agree to release this staff member to attend the training/activity required utilising hours of work time. I understand that the activity will be no more than 22.5 hours and the expectation is that any hours in addition to this the individual will be asked to provide from their personal time.

Confirmation that the actual working days/times have been discussed with the Prospective Volunteer.

At six months, the activity will be reviewed to decide whether it is to continue with line manager’s endorsement.

Signature: Date.....

*** Part time workers are eligible for the scheme on a pro rata basis. Shift workers will need to record their time as usual and will be paid for their normal working hours.**