



Opportunity Knocks Project Joining form



First Name Surname

Address

.....

.....

Postcode..... Date of Birth/...../.....

Home phone number Mobile phone number.....

Email address.....

Emergency Contact – Name and Tel No

Are you interested in: Please tick all that apply

OK Timebank OK Support Groups OK Growers Gardening Project

How did you hear about our project?

Do you consider that you have a disability? Yes No Prefer not to say

If yes please give details

.....

Do you have any health or mobility issues that may affect your participation on the Time Bank?

Yes/ No If yes please give details.....

.....

Do you currently have a CPN (Community Psychiatric Nurse), Probation Officer or other support worker? Yes/ No

If yes please give details.....

.....

Are you a carer? Yes No

I confirm that I give permission for Opportunity Knocks to contact my doctor, care co-ordinator or other care professional for information about my ability to take part in the Timebank.

Signed..... Date.....

Comments

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.....

Please turn over and complete the next page – thank you

We want to ensure that as an Opportunity Knocks participant you and your family are safe, so for everyone involved in the scheme we take up references. Opportunity Knocks Timebank may need to complete a Disclosure and Barring Service (DBS) check in certain circumstances. Suitable referees should be someone who has known you for a long time (more than two years) and someone who has a position of responsibility in the community, e.g. vicar, local business person your landlord, current or former employer or neighbour. A family member cannot be your referee.

1 st Person	2 nd Person
Name	Name.....
Address.....	Address.....
.....
.....Postcode.....Postcode.....
Tel No.....	Tel No.....
Email.....	Email
How you know them.....	How you know them.....

This information will be stored on the Time Bank database for the use of Opportunity Knocks Timebank and will not be given to third parties without your consent.

Additional Information

We need the following information to match people up for assignments safely and suitably.

Please tick the boxes which apply to you:

- | | | | |
|-----------|--------------------------|----------------|--------------------------|
| Smoker | <input type="checkbox"/> | Smoke tolerant | <input type="checkbox"/> |
| Cat Owner | <input type="checkbox"/> | Cat Tolerant | <input type="checkbox"/> |
| Dog Owner | <input type="checkbox"/> | Dog Tolerant | <input type="checkbox"/> |

Getting to assignments

What is your main form of transport?

- | | | | |
|-----------------|--------------------------|------------------|--------------------------|
| Own car | <input type="checkbox"/> | Public transport | <input type="checkbox"/> |
| Would need lift | <input type="checkbox"/> | Stay at home | <input type="checkbox"/> |

What is your current employment status? (Please tick as many as apply)

- | | | | |
|-------------------|--------------------------|-------------------|--------------------------|
| Retired | <input type="checkbox"/> | Employed | <input type="checkbox"/> |
| Current volunteer | <input type="checkbox"/> | Unemployed | <input type="checkbox"/> |
| Self-employed | <input type="checkbox"/> | Student | <input type="checkbox"/> |
| Home maker | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

We regularly send out information about what we are doing, how would you like to receive this information? by post by email Audio Tape Braille Large Print

Now please read the Opportunity Knocks Timebank Code of Conduct on the next page and sign it at the bottom of the page to say you have read it and agree to the statements. Please return this with your joining form.

Should you have any questions please contact Helen Fellows on (01752) 211243 or email timebank@colebrooksw.org

Office use
Refs requested on ___/___/___ Received first ref? <input type="checkbox"/> Second ref? <input type="checkbox"/> Chased ___/___/___
Are health issues identified Yes / No Is an additional Risk Assessment required Yes / No If Yes date of assessment ___/___/___

Opportunity Knocks Project Code of Conduct:

As part of your participation in the Project you may hear or see personal or private information about other people. It is imperative that you do not disclose that information. This does not include information which makes you concerned about other people's safety and well being, which you must report to the Opportunity Knocks Project Co-ordinator.

As a member of the Opportunity Knocks Project (OK Project) I agree that I will:

- 🕒 act appropriately and be respectful to other people, not showing any discrimination or disrespectful behaviour
- 🕒 respect the privacy of other members
- 🕒 not use the Opportunity Knocks Project as an opportunity to promote my business, political or spiritual beliefs
- 🕒 not participate in the OK Project whilst under the influence of illegal drugs or alcohol
- 🕒 pay attention to any warnings on any prescription medicine that I am taking, and not to use equipment if warned not to
- 🕒 only consume other people's food and drink if invited to
- 🕒 if participating in a Timebank time exchange, do each task at the time and place agreed, or give as much notice as possible if it will be different
- 🕒 not to give another Timebank member a lift in a vehicle or on a motorbike unless you have notified and received confirmation of such cover from your insurer and have given copies to the Project office
- 🕒 not leave a Project member with any children under the age of 18 or vulnerable adults that are in my care
- 🕒 not smoke whilst involved in a project activity
- 🕒 not leave a Project member alone on my property unless agreed with the Project Co-ordinator
- 🕒 only use my own phone or computer, unless given permission by another Project member
- 🕒 not ask for, accept or offer money, gifts or tips other than expenses or refreshments
- 🕒 agree any expenses that may occur for an exchange to take place with the receiver of the exchange before any costs are incurred, and settle any money matters for buying equipment including giving the buyer the receipt within a week of the purchase
- 🕒 contact the Project Co-ordinator if a problem occurs
- 🕒 photos may be taken at Project activities for use on our website, in newsletters or for promotional events. Please tick the box **if you do not wish your photos to be used.**

Any behaviour that breaches this Code of Conduct may lead to the restriction or withdrawal of your project membership.

For Timebank Members only - I agree to the Timebank passing on my contact details to other Timebank members for the sole purpose of setting up an exchange, so that the members can make arrangements for the exchange to take place. Yes No

Data Protection – Colebrook (SW) Ltd will keep your details in accordance with Data Protection Legislation but may need to use anonymised data for the purpose of statistical analysis as required by funders.

I agree to the Opportunity Knocks Project Code of Conduct.

Signed.....Date.....