

Guidance notes for applying to our Student Volunteer programme

At West Suffolk Foundation Trust, we do understand how important a clinical shadowing or volunteer placement can be for your future healthcare career. To ensure we place you in the right environment please do spend some time on your application. Please follow the guidance below. We do follow a selection process so please spend some time on your application.

- When submitting a personal statement add as much detail as possible, why are you interested? Have you carried out any research on the role? Has someone inspired you? This statement is our first impression of you, so please, include any interests, hobbies or extra-curricular activities you have carried out, including any previous volunteering.
- The volunteer programme is a big commitment on time and is centred around meal times. Please ensure that you are able to commit to the required 50-hour volunteer placement before you apply. These hours may be carried out on a 2-hour weekly evening session or can be a longer session at the weekend if preferred but your session would be the same time and on the same day each week. Please see the times below. You will also need to think about your ability to travel to and from the hospital as rural transport may be difficult.

Session	Breakfast	Lunch	Evening
	8:00 am – 10:00 am	12:00pm-2:00pm	5:00pm – 7:00pm

- The recruitment process from time of application may take up to 3 months Applications will be open throughout the year.
- You will need to complete a DBS check (disclosure barring service) as part of the application to volunteer. There will be a charge of £23 for this.
- If you do need any further support or would like to speak to a member of the voluntary services team to discuss on voluntary.services@wsh.nhs.uk