



VOLUNTEER APPLICATION FORM



The information given will be processed for volunteer employment selection. Successful applications will be retained on file. Unsuccessful applications will be destroyed.

Section (A) should be completed by all applicants.

Section (B) is optional and provides equal opportunity information. This information is not used in the selection process.

| | |
|--|---|
| JOB POSITION | Please circle the option you would prefer: ANIMAL CARE VOLUNTEER VISITOR ENGAGEMENT VOLUNTEER GARDENS & GROUNDS VOLUNTEER |
| LONG-TERM PLACEMENT *4 OR 5 CONSECUTIVE DAYS PER WEEK | Please circle the option you would prefer ONE YEAR PLACEMENT SIX MONTH PLACEMENT Please indicated your preferred 4 or 5 consecutive work days: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY |
| SHORT-TERM PLACEMENT | Please circle the option you would prefer 4 WEEK PLACEMENT (Monday – Friday inclusive) 6 MONTH PLACEMENT (Saturday and/or Sunday only) Please circle the day/s you are available to work: SATURDAY SUNDAY |
| Please state when you would be available to commence voluntary employment: | |

SECTION (A)

PERSONAL DETAILS

| | | |
|--------------------------|----------------------------|-------------|
| Forename(s) | Surname | Title |
| Current address: | Contact details | |
| Post code: | (1) Contact No: | |
| Date of birth: / / | (2) E-mail address: | |
| Age: | <u>OVER 18 ONLY</u> | |
| | | Nationality |

EDUCATION / QUALIFICATIONS / TRAINING

| Starting with the most recent, give details of your relevant education / training | | | |
|---|-------------------|------------------|---|
| Training Provider (Please state location) | From: month/yr | To: month/ yr | Qualifications gained with grade, if any. |
| | | | |

EMPLOYMENT HISTORY

| Please give details of positions held since completing full time education, starting with your most recent. | | | | | |
|---|------------------------|-------------------------------|---------------------------------|--------|--------------------|
| From: month / year | To: month / year | Employer's contact details | Position & key responsibilities | Salary | Reason for leaving |
| | | | | | |

ADDITIONAL INFORMATION

Is there any further information you would like to give in support of your application?

Have you ever been dismissed from a previous employment

Yes No

If yes, please give further details.

RIGHT TO WORK

Although unpaid, all volunteers must still be able to prove they have the right to work in the UK. By agreeing to any placement with us, you are agreeing to these terms and we will assume that you meet these conditions.

PRIVACY POLICY

If your application is successful, we will hold your personal data on file no longer than reasonably necessary, and no longer than 6 years in a secure location. If you do not wish for us to hold this information we will not be able to process your application. Your information will be stored with us for the purposes of your application for placement and health and safety reasons.

If your application is not successful or you decide to cancel your placement, this form will be destroyed.

PERSONAL OR WORK REFERENCES

| |
|---|
| Name: |
| Address: |
| Postcode: |
| Telephone: |
| E-mail address: |
| In what capacity & how long have they known you? |
| Do we have permission to contact this referee? Yes <input type="checkbox"/> No <input type="checkbox"/> |

CRIMINAL RECORDS

Shepreth Wildlife Park promotes equality of opportunity for all, as stated in our Equal Opportunities policy. Any declaration would be treated in confidence and not used against applicants unfairly. A criminal conviction does not automatically prevent you from being approved, however failure to declare will lead to immediate action.

You should complete this section if you have any court action pending against you, been cautioned, or have criminal convictions that are not considered 'spent' under the Rehabilitation of Offenders Act 1974.

| |
|---|
| Have you ever been cautioned / convicted of a criminal offence / have any hearings pending? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If 'YES' please give further information: |

APPLICANT DECLARATION & DATA CONSENT

- I confirm the information I have given and any supporting documents is correct and complete.
- I understand failure to disclose relevant information or the provision of false information may lead to dismissal and subsequent termination of contract of employment.
- I understand Shepreth Wildlife Park will carry out verification and check information provided on the application form, given in references and presented as proof of identity.
- I agree for release of information under the provisions of the Data Protection Act 1998

Signature

Date: / /

SECTION (B)

EQUAL OPPORTUNITIES

POSITION APPLIED FOR:

For office use

Shepreth Wildlife Park is an Equal Opportunities employer and is committed to treating all job applications on their merits. The information provided here will not be used in considering your application but will be collected centrally to check the Wildlife Park is treating all applicants on the basis of their ability to carry out the duties of the post irrespective of gender, race or disability. Please tick the boxes below. The information will be separated from the application form.

Gender

Tick the appropriate box to indicate your gender

- Female
 Male

Ethnic Origin

Choose ONE section from A to E, and then tick the appropriate box to indicate your background.

A White:

- White – British
 White - Irish
 White - Other white background

B Mixed:

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

C Asian or Asian British:

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

D Black or Black British:

- Caribbean
 African
 Other Black background

E Chinese or Chinese British or other ethnic group:

- Chinese
 Any other background

Disability

Do you regard yourself as in any way disabled?

- Yes
 No

Advertising

Where did you first learn about this vacancy?