



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.

Please note all placements are subject to a 3-day review and your placement can be cancelled at this point.

Section (A) should be completed by all applicants.

Section (B) is optional & provides equal opportunity information.

SECTION (A)

PERSONAL DETAILS

Forename(s)		Surname	Title
Current address:		Contact details	
Post code:		(1) Contact No:	
		(2) E-mail address:	
Date of birth: / / <u>OVER 18 ONLY</u>		Nationality	
Age:			
JOB POSITION	Please circle the option you would prefer: HUSBANDRY VOLUNTEER PARK GROUNDS VOLUNTEER VISITOR ENGAGEMENT VOLUNTEER		For office use Application approved: Placement type: Placement dates: East Curator: West Curator: Date:
Choose option 1 or 2: 1.) LONG-TERM PLACEMENT Highlight A or B →	This is a full-time four or five day a week role. It is suitable for those entering the industry and wanting experience for their CVs, or for those on a university sandwich year. A.) ONE YEAR PLACEMENT OR B.) SIX MONTH PLACEMENT Please highlight your preferred 4 or 5 days per week: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY Note: YOU MUST HAVE AT LEAST ONE DAY OF REST EACH WEEK FROM THIS AND OTHER WORK		
OR 2.) SHORT-TERM PLACEMENT, Highlight A or B →	A.) 4 WEEK PLACEMENT (20 days total, Monday to Friday inclusive for four weeks in a row) Suitable for those needing college work placements, experience for veterinary school, or people considering a career change who wish to trial working in the industry. OR B.) DAY PLACEMENT (one day a week for at least 20 weeks, up to 6 months) Suitable for those needing college work placements or those wanting to volunteer alongside working elsewhere. State preference of Saturday or Sunday. Other days may be available if requested: Day(s) requested in order of preference: _____ Note: YOU MUST HAVE AT LEAST ONE DAY OF REST EACH WEEK FROM THIS AND OTHER WORK		

Please state the date on which you would be available to commence your voluntary placement:

HOURS: Our recommended hours for volunteers are 10am - 5pm, though we can be flexible to suit your travel or personal arrangements.

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

Please tell us why you wish to volunteer with us:

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 ☐ No ☐

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 ☐ No ☐

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 legislation
- By signing and submitting this application form, I acknowledge that I have read and understood all information and aware of the risks and requirements associated with volunteering at Shepreth Wildlife Park.

☐ I have read and understood the Volunteer Policy (Please tick box)

Signature

Date: / /

ZOO VOLUNTEER APPLICATION POLICY ON EQUALITY, DIVERSITY & INCLUSION

At Shepreth Wildlife Park, we are committed to fostering an inclusive and diverse community of volunteers. We do not discriminate on the basis of race, colour, religion, gender, national origin, disability, age, neuro-divergency, sexual orientation or any other characteristic protected by law. We value the unique perspectives and contributions of every individual, including those with special needs, and strive to provide equal opportunities for all.

Volunteering at Shepreth Wildlife Park:

Volunteering at our zoo is a rewarding and educational experience. However, it is essential to understand that it can be physically demanding, emotionally challenging, and involves close interaction with animals and the public. While we are dedicated to making reasonable accommodations for all volunteers, we must always prioritise the safety and welfare of our volunteers, staff and animals.

Applicants with Special Needs:

We welcome applications from those with special needs, including mental and physical disabilities. However, it is crucial that all applicants understand the following:

1. **Mental and Physical Ability:** Volunteers must be physically and mentally able to safely participate in the activities required for their chosen volunteer role. Volunteering may involve tasks that require physical strength, mobility and emotional resilience.
2. **Supervision:** If an individual requires a carer or additional supervision, that person must be present at all times while the volunteer is on site. Our keeping team are unable to supervise in person but are contactable via radio.
3. **Restricted Accessibility:** Some of the zoo exhibits have restricted accessibility for safety reasons. While we make every effort to accommodate special needs individuals, certain areas may not be accessible to all volunteers.
4. **Emotional Preparedness:** Working with animals can be emotionally challenging. Volunteers must be able to cope with the demands of their roles and the potential for emotionally charged situations.
5. **Intensive Induction and Training:** All applicants, including those with special needs, must complete an intensive induction and training program. All applicants are allowed to bring a carer to assist them during the induction. This program involves extensive reading and a multiple-choice test to ensure volunteers can meet the requirements of their roles.
6. **Age:** You can't volunteer under the age of 18 at a wildlife park due to insurance and health and safety concerns, as there are certain risks and responsibilities that may not be suitable for minors.

Equality and Safeguarding:

We hold an Equality, Diversity and Inclusion Policy, and Safeguarding Policy at Shepreth Wildlife Park, to protect all volunteers and staff, including vulnerable adults. We are committed to providing a safe and inclusive environment for everyone involved in our volunteer program.

Conclusion:

At Shepreth Wildlife Park, we believe that diversity and inclusion enrich our community and enhance our conservation mission. We are dedicated to providing a welcoming and supportive environment for volunteers of all backgrounds and abilities. If you have any questions or require further clarification regarding our volunteer policies, please do not hesitate to contact our volunteer coordinator.

SECTION (B)

EQUAL OPPORTUNITIES

POSITION APPLIED FOR:

For office use

Shepreth Wildlife Park is an Equal Opportunities employer and is committed to treating all applications on their merits. The information will be collected 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.

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

If Yes, please specify:

Advertising

Where did you first learn about this vacancy?