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|  | **Shepreth Wildlife Conservation Charity**  **VOLUNTEER APPLICATION FORM**  The information given will be processed for volunteer selection.  Successful applications will be retained.  Unsuccessful applications will be destroyed. | |
| **Position Applied For** | Volunteer placement at SWCC Hedgehog Hospital | |
| **Hours** | One or more four-hour shift per week is preferred | |
| **Personal information** | | |
| **Forename(s):** | | **Surname:** |
| **Address:**  **Postcode:** | | **Contact number:** |
| **Email:** |
| **Date of birth: Age:**  ***You must be aged 18 or over when you start*** | | **Nationality:** |

**Availability**

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| **Please indicate the day/days & times that you are available**  **MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY / SATURDAY / SUNDAY**  **10am – till end of day / 10am – 2pm / 2pm – 6pm** |
| **When would you be available to commence volunteering:** |

**Personal References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | | | |
| **Position:** | | | |
| **Address:**  **Postcode:** | | | |
| **Telephone no: Daytime: Mobile:** | | | |
| **Email address:** | | | |
| **Do we have permission to contact this referee? Yes No** | | | |
| Although unpaid, all volunteers must be able to prove they have the right to work in the UK. By agreeing to any placement with SWCC, you are agreeing to these terms and we will assume that you meet these conditions. All volunteers must email a copy of their valid passport or work permit.  Volunteers must also be aware of the commitment involved and how their behaviour and attendance impacts on other team members as well as the health and wellbeing of the hedgehogs in care. Volunteers must perform their duties to the standard expected by the management team and in a courteous and professional manner. Failure to do this may result in the termination of the placement at SWCC Hedgehog Hospital.  Signed: Date: | | | |
| **Wildlife Training History** | | | |
| **Starting with the most recent, give details of any formal training in wildlife rescue and rehabilitation (please note that full training in the hospital will be given).** | | | |
| **Training Provider**  **(please state where)** | **From:**  **month/year** | **To:**  **month/year** | **Qualifications gained (if any)** |
|  |  |  |  |

**Wildlife Experience History**

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| --- | --- | --- | --- |
| **Starting with the most recent, give details of any experience in wildlife rescue and rehabilitation (please note that full training in the hospital will be given).** | | | |
| **From:**  **month/year** | **To:**  **month/year** | **Species** | **Experience gained** |
|  |  |  |  |
| **Present employment/education** | | | |
| **Please give details of your current employment or full time education.** | | | |
| **From:**  **month/year** | **To:**  **month/year** | **Employment / university course title** | |
|  |  |  | |

**Additional Information**

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| **Is there any additional information you would like to give in support of this application?** |

**CRIMINAL RECORDS**

Shepreth Wildlife Conservation Charity 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.

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| **Have you ever been cautioned / convicted of a criminal offence / have any hearings pending?**  **Yes No**  **If ‘YES’ please give further information:** |

**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.

**APPLICANT DECLARATION & DATA CONSENT**

□ I confirm the information I have given and any supporting documents is correct and complete

□ I understand Shepreth Wildlife Conservation Charity 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 2018.

Signature ……………………………………………………………... Date: / /

**Equal Opportunities**

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| **Position applied for: Volunteer Hedgehog Carer (on site)** |

**Shepreth Wildlife Park/Hedgehog Hospital is an Equal Opportunities employer and is committed to treating all role 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/Hedgehog Hospital 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*

**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?