**Volunteer Details Form (18 Years and Over)**

\* ***Indicates a mandatory field/section***

**Section 1: Personal Details**

**\*I confirm that I am 18 years old or over:** Yes/No (delete as applicable). **NOTE:** DO NOT FILL OUT THIS FORM IF YOU ARE UNDER 18, please contact us to find out what we can offer under 18s

**\*Name**:

**\*Volunteer Role** (if known):

**How did you find out about this role?**

**Office use only**

Support Officer: Group/Team:

**\*Home address**:

Postcode:

**\*Phone No.** (Specify home/work/mobile):

**\*Email address:**

**Section 2: Additional Information**

**\*Would you consider yourself in need of additional support when volunteering for us?** Yes/No

If yes, please give details:

\***Is there anything we should be aware of when taking you on as a volunteer** (e.g. any unspent criminal convictions under the Rehabilitation of Offenders Act 1974)?

\***Are there any restrictions with whom you can work?**

**Section 3: Volunteer Experience: Relevant Experience, Skills & Qualifications**

By answering the questions below it will help us to match you to the best volunteer role for you and help us to assess what provision of support and training is needed.

**Details of any previous or existing voluntary work for this Wildlife Trust (please list dates & volunteer roles):**

**Any Qualifications & Training relevant to the Wildlife Trust:**

(e.g. Formal education, health & safety, brushcutter & chainsaw courses)

|  |  |  |
| --- | --- | --- |
| **Date** | **Qualification/Training** | **School/College/Employer** |
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**Please mark an ‘X’ in the relevant boxes below to describe your level of experience:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area of experience | | Experienced | Some experience | | | | | | | No experience but would like to gain some | | | | | | | | | |
| Outdoor Conservation Work | Biological Surveying |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Species Identification (if applicable please write specific species group in relevant column) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Practical site work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Photography |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Team leading |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Community & Education | Working with children |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Community consultation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Office Based | Data Entry & Admin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| IT Experience: Word, Excel, Databases |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Fundraising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Finance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
| Communications (i.e. social media, website, newsletters) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  | | | | | | | | | | | | | | | | | | |

**Do you have any other relevant experience to the volunteer role outside of the Wildlife Trust** (if yes, please give details below), if the volunteer position is unknown please give details of experience you feel is relevant to our work)?

**Do you have your own transport?** Yes/No **Do you have first Aid training?** Yes/No

**What is your motivation to volunteer?**

**When and how often are you available to volunteer (e.g. evenings, weekends or weekdays)?**

**What sort of work would you like to do?**

As this is a position of responsibility we require contact details of two referees who know you well but are not family members. Please provide details of two referees below:

Referee 1:

Name

Email

Telephone

How do you know this person?

Referee 2:

Name

Email

Telephone

How do you know this person?

**Recruitment Data Privacy Statement**

**In order to operate the Wildlife Trust for Bedfordshire, Cambridgeshire, and Northamptonshire’s (“The Trust”) volunteer recruitment system, we will collect and store personal information you submit to it via this form and any CV that you may provide. Some of the information on this form is mandatory in order for the Trust to consider your application or to meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete.**

**\* Would you be happy to hear from us about volunteering opportunities, events, and fundraising news by:**

Post                 Yes□ No□

Telephone        Yes□ No□

E-mail              Yes□ No□

SMS Text         Yes□ No□

We will send you information as per your instructions above.

Please tick this box if you do not want any further communications from the Trust □

If at any time you would like to change how we keep in touch, simply tell us

and we’ll act on it straight away.

\*I understand my details will be held on the Wildlife Trust database. I understand that any data I gather as part of volunteering will be used for the work of the Wildlife Trust. I certify that the information I have given is true and complete.

**Your signature Date**

\*I do/do not (delete as applicable) give consent for the Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire to publish photographs, video or audio recordings of, or including, me in Wildlife Trust publications or websites or in external outlets including newspapers or social media sites. These images can be used at any point in the future without limitation and without charge.

**Your signature**  **Date**