**Volunteer Details Form**

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

**\*Your name**: **Date of birth** (if under 18 years of age):

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

How did you find out about this role?

**Office use only**

Support Officer: Group/Team:

**\*Personal Details**

Home address:

Postcode:

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

Email address:

**\*Additional Support**

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

If yes, please give details:

\*Is there anything you think 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?

**\*Volunteer Experience: Relevant Experience, Skills & Qualifications**

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)

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| --- | --- | --- |
| **Date** | **Qualification/Training** | **School/College/Employer** |
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\*Have you any relevant **experience** to the Volunteer position outside of the Wildlife Trust (if yes, please give details below). If 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

**Volunteer Experience: Your interests**

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.

What is your motivation to volunteer?

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

**\*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 Experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance Experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Communications (i.e. social media, website, newsletters) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **\*If you have other forms of experience to Wildlife Trust work not listed above, please write them below:** | | | | | | | | | | | | | | | | | |
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**\*Please list if you have a preference for the type of volunteer work or location you are based below:**

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| --- | --- |
| What sort of work would you like to do? | Any specific location or reserve? |
|  |  |

**Please return your completed form to:**

The Wildlife Trust, The Manor House, Broad Street, Great Cambourne, Cambridge, CB23 6DH

**Or email an electronic copy to:**

[cambridgeshire@wildlifebcn.org](mailto:cambridgeshire@wildlifebcn.org)

**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. Most 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.**

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| --- |
| **\* Would you be happy to hear from us about project updates, events, volunteering opportunities and fundraising news by:** |
| Post                 Yes □ No □  Telephone        Yes □ No □  E-mail              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 agree to my details being held on the Wildlife Trust database and I agree to these details being used in the event of emergency. I also agree 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 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** |