

Confidential
Residential Volunteer & Guide – WDC Scottish Dolphin Centre

Position applied for (if applying for more than one position please rank in order of preference e.g.: 1, 2, 3)	
How did you hear about this position?	

PERSONAL DETAILS	EMERGENCY CONTACT
Name Address Telephone: Mobile Phone: e-mail: Male / Female (delete as appropriate) Date of Birth ____/____/____ N.I. number (if known) _____	Name Address Telephone: Mobile Phone: Relationship:

SECONDARY AND HIGHER EDUCATION *(please list below any qualifications you have gained in secondary and further education)*

Date	Educational Establishment	Type of Qualification	Subject	Grade

PROFESSIONAL QUALIFICATIONS, TRAINING AND MEMBERSHIP *(Please list below any professional qualifications obtained and/or membership of professional bodies)*

Date	Educational Establishment/organisation	Qualification

EMPLOYMENT HISTORY

Please give details of the posts you have held, both paid and voluntary starting with your present or most recent employer and please account for any gaps in employment (continue on a separate page if necessary and ensure your name appears at the top of each additional page)

Employer Name, Address, and Nature of Business	Date(s)		Job Title, Duties, Responsibilities and Reason for Leaving <i>If your job was part-time, or voluntary please indicate.</i>
	From	To	

Period of Notice Required			
Are you available			

**for the entire
volunteer
period?**

WHAT MAKES YOU SUITABLE FOR THIS VOLUNTARY POSITION?

Please give below any relevant skills/experience which you would bring to the post including voluntary work. Please try to match this to the role description and essential and desirable skills (continue on a separate page if necessary and ensure your name appears at the top of each additional page).

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WHY ARE YOU INTERESTED IN VOLUNTEERING WITH WDC?

Please use this as an opportunity to tell us about your interest in conservation and animal welfare and any other information you think may be relevant to your application

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REFEREES *Please give details of two referees, not related to you, one of which should be your current (or most recent) employer. Referees will not be contacted until the interview process is complete.*

<p>Name:</p> <p>Address:</p>	<p>Name:</p> <p>Address:</p>
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Telephone: e-mail:	Telephone: e-mail:
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Do you wish to pursue a career in conservation? Yes / No (delete as appropriate)

DRIVERS LICENCE

Do you hold a current, valid driving licence? Yes No (delete as appropriate)
 If yes, what type? **Full Provisional** (delete as appropriate)
Will you have access to a car whilst volunteering? Yes No (delete as appropriate)
Do you have any current endorsements? Yes No (delete as appropriate)
 If yes, please give details of any current endorsements below:

CRIMINAL OFFENCES

As this volunteering role involves contact with persons under 18 you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so a criminal record need not exclude you from obtaining a volunteering position.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please note that the post you have applied for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders (Northern Ireland) Order 1978 which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. **Yes / No** (delete as appropriate)

If yes, please give details of offences, penalties and dates (use a separate sheet of paper if necessary).

Any information given will be held in confidence. If you have any concerns about filling in this declaration, please contact lisa.farley@whales.org or telephone 01343 820339

CONSENT FOR RECORD CHECKS & DECLARATION OF SUITABILITY

I understand work will be allocated to me by WDC according to my knowledge and experience. Accommodation is provided free of charge for the period I am volunteering

for WDC. Any observations made during my stay may only be published with the prior permission of WDC. I understand WDC cannot guarantee that there will be anyone else volunteering during my stay, nor the gender of the other volunteer. Therefore it is possible that I will be alone in the accommodation in a remote location.

Due to the nature of my volunteering with WDC I will be working with children and/or young people. I understand that any information received about my background from referees, including details of any convictions, will be dealt with confidentially and not used to discriminate against me unfairly.

I declare that I have disclosed all information requested and know of no reason why I might be considered unsuitable to work with under 18s. I understand that incomplete registrations will not be considered, and that providing false information is grounds for immediate disqualification from the role, or even immediate dismissal if the falsehood is discovered after the appointment. I authorise WDC to request references from the referees I have provided.

I understand that I have a duty of care to safeguard the welfare of any young person in my care or company. I shall act accordingly and observe WDC policy and good practice on working with children and young people.

During my volunteering I understand I may be working with confidential material and I will ensure this material remains confidential. I understand that insurance for my personal effects is my responsibility and that it is my responsibility to notify my car insurer that I will be using my vehicle for business purposes if I travel to events in my own vehicle. It is also my responsibility to pay any extra premium that this may incur.

I am happy to volunteer with WDC but understand this agreement to volunteer is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

I confirm the information I have submitted is correct.

Signed.....

Print Name..... **Date**.....



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This does not form part of the recruitment process

Name:	Position Applied For:
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Age: under 24 25-34 35-44 45-60 over 60

Marital Status: Single Married Separated
 Widowed Divorced Other

Gender: Male Female

Do you regard yourself as having a disability within the terms of the Disability Discrimination act 1995?

“A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities” Yes No

If you have a disability, please tell us if there are any reasonable adjustments we can make should you be offered the job?

Are you an EU Resident? Yes No

If no, please provide Work Permit Number or Employment status details:

Ethnic Origin

How would you describe your ethnic origin?

White:

- British
- Irish
- Any other white background

Asian, Asian British

- Indian
- Pakistani

Mixed:

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

Black, Black British

- Caribbean

- Bangladeshi
- Any other Asian background
- Chinese

- African
- Any other Black background
- Any other Ethnic Background

Are you related to any current WDC employees? Yes No

If yes please state relationship:

Where did you see this post advertised?

- WDC website
- Environmentjob.co.uk
- Countryside Jobs
- Other (please give details)

Have you applied for work with WDC before? Yes No

Have you undertaken voluntary work? Yes No

If yes, please give details: