Chowns Hill
Hastings
TN35 4PA

**Tel: 01424 752121**

 Registered Charity 206314

**Volunteer Application Form**

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Phone | Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email |  | Please tick this box if you would like to receive our e-newsletter |  |
| Date of Birth(optional) |   |
| Next of kin | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For insurance purposes we would like to ask you the following: | **Are you under 18?** (tick here) **[ ]  Are you over 85?** (tick here) **[ ]**  |

The RSPCA wholeheartedly supports the principle of equal opportunities and opposes all forms of unfair discrimination.

The RSPCA is committed to safeguarding our vulnerable supporters. Please refer to your local branch or animal centre should you wish to obtain information about their Safeguarding Policy.

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| Volunteer Interest - Please tick the areas of volunteering that you are interested in * Cattery work  Fundraising
* Home visiting  Helping at events
* Fostering  Supermarket collections
* Administration  Charity shop
* Other role (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| How many hours can you give the Centre per week? |
| Which days are you free? |
| Can you volunteer at weekends? |

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| Please tell us why you are interested in volunteering for Bluebell Ridge. |
| Please describe any skills or experience you have that would help you in the volunteering role/s you are interested in. (Please add additional pages if you would like to). |
| Please be aware that this is a very hilly site and may be challenging for those with mobility issues. However, there are railings up the hill from the office to the cattery.  |
| The minimum age to volunteer is 16. Please confirm you are over this age  Yes  No |
| In order to work with the cats, you will need an up to date tetanus vaccination. Can you confirm that you were vaccinated as a child?  Yes  No If you have ticked No, a current tetanus vaccination, which your GP can offer free of charge, is a requirement of the volunteer role. |
| Please let us know where you heard about volunteering for Bluebell Ridge.  |

**How we use your information**

The RSPCA national Society uses the personal data you give us for the purpose of achieving its animal welfare objectives. This might involve specifically:

* keeping administrative records
* contacting you in the future about other volunteering opportunities

You don’t have to give us your telephone number or email address for these purposes but if you do, we will only use them for
contacting you in relation to your volunteering.

If your application is more suited to a volunteering opportunity within another RSPCA branch, a separately registered, volunteer-run charity, we may forward your details so the branch may contact you about this. If you agree to your information being shared in this way, please tick this box: [ ]

Should you wish to change your communication preference or find out more about how we use your personal data please visit [www.rspca.org.uk/privacy](http://www.rspca.org.uk/privacy) or contact your local branch (a separately registered charity and data controller) or animal centre for
further details.

**Volunteer Declarations**

**ELIGIBILITY TO VOLUNTEER IN THE UK**

By completing this form, I confirm that I am eligible to volunteer in the UK and understand that I am applying for a non remunerated, voluntary role. If you are from outside the EU or European Economic Area we advise you refer to the UK Border Agency website for information about your eligibility to volunteer in the UK. [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

|  |
| --- |
| **PARENTAL CONSENT (IF APPLICABLE)**Please note: opportunities for anyone under 16 years of age are limited and some restrictions apply in relation to opportunities for under 18's. **I confirm I am the parent/guardian of the person mentioned above and I consent to them volunteering with the RSPCA.****Parent or guardian signature if under 18:** |
| **Signature of parent/guardian** |  |
| **Name** (BLOCK CAPITALS) |  |
| **Contact telephone number** |  |
| We will only use your telephone number for the purpose of processing this application. It will not be used for marketing purposes or shared with any third party. **VOLUNTEER SIGN ATURE**I confirm that the information I have provided on this form is true and complete. I understand that any false information may result in the withdrawal of any offer of a voluntary role. I understand that I may be asked to produce evidence of identification, address and status in the UK when applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

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**Referees**Please supply details of two people we can contact for a confidential reference. If possible, one of these should be a professional referee such as a current or previous employer or a school teacher.

Please ensure that you have asked your referees’ permission to provide their contact details and for us to contact them.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  | **Name** |  |
| **Address** |  |  | **Address** |  |
|  |  |  |
|  |  |  |
| **Postcode** |  |  | **Postcode** |  |
| **Telephone no** |  |  | **Telephone no** |  |
| **Email** |  |  | **Email** |  |
| **Relationship of referee to you** |  |  | **Relationship of referee to you** |  |

**Thank you for taking the time to complete this form. Please return the form to:**
Bluebell Ridge Cat Rehoming Centre, Chowns Hill, Hastings, TN35 4PA
or email rspcabluebellridge@hotmail.co.uk

**This page is for RSPCA use only.**

**FOR RSPCA USE ONLY**

**Use this page to record recruitment progress and as a checklist to ensure all steps have been completed.**

**Pre-selection checks:**

**Is a suitable role available? ⃞**

**If the applicant is U18, check parent/guardian consent provided ⃞**

**Interview:**

**Do you wish to Interview? Yes ⃞ No ⃞**

***If no, please make contact with the applicant to let them know***

**Date of first contact/invite to interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of interview/group induction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was the applicant successful? Yes ⃞ No ⃞**

 ***If no, please make contact with the applicant to let them know***

**Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Induction date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trial period agreed ⃞**

**References requested ⃞**

**New Volunteer Check-list:**

**Reference 1 returned ⃞**

**Reference 2 returned ⃞**

**Online H&S modules completed ⃞**

**Medical form completed ⃞**

**Driver declaration and checks completed (if applicable) ⃞**

**Code of Conduct/Volunteer Agreement signed ⃞**

**Induction Pack (copies of policies) provided ⃞**

**Help and support regarding the recruitment process and inductions can be found on The Link.**