# G:\Marketing\Brand\Component parts 2017\Logos\KWT_logo_highres.jpgVolunteer Application

## Personal details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | First Name: |  | Surname: |  | |
| Address: | |  | | | | |  |
|  | |  | | | | |  |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Post Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Mobile: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Email: |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position(s) applied for: | | | | | | | | | |  |
| Availability | | | | | | | | | |  |
| Generally Available: |  | School Holidays: | | |  | Ad hoc: | |  | | |
| Weekends: |  | Term Time only: | | |  | Other: | |  | | |
| Weekdays: |  | Unibreaks: | | |  |  | |  | | |
| Notes: | | | | | | | | | | |
|  | | | | | | | | | | |
| Are you a member of  Kent Wildlife Trust? | YES | | NO | Have you volunteered  for us before? | | | YES | | NO | |

## Emergency Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Relationship to you: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mobile : |  |  | Telephone: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Relevant medical notes: |  |
|  |  |

## Photo Permission

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| --- | --- | --- |
| Please indicate whether you are happy for a photo of you to be used for promoting the work of Kent Wildlife Trust, for example website, social media, newsletters etc. | YES | NO |

## Interests, skills and knowledge

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| What areas of our volunteering opportunities interest you? | | | | | | | |
| Administration |  | Conservation |  | Education |  | Other (please specify) |  |
| Events |  | Gardening |  | Local Groups |  |  |  |
|  |  |
| Practical Outdoor |  | Trustee |  | Visitor Centres |  |  |  |
|  |  |  |  |  |  |  |

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| --- |
| Tell us about any skills, knowledge or qualifications you have that are relevant to the role: |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Why would you like to volunteer with Kent Wildlife Trust?  *If choosing more than one please number in order of importance* | | | | | | | |
| Meeting people |  | Use skills |  | Gain skills |  | Other (please specify) |  |
|  |  |  |  |  |  |
| Improve health and wellbeing |  | Be outside |  | Concern for wildlife |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Where did you find out about volunteering with Kent Wildlife Trust? | | | | | | | |
| Appeal |  | Volunteer Centres |  | KWT member |  | Other (please specify) |  |
| Newspaper article |  | Poster or display |  | Social Media |  |  |  |
|  |  |
| KWT Staff |  | Volunteer Event |  | KWT Website |  |  |  |
| Other website |  | College/school/ university | | |  |  |  |
|  |  |  |  |  |  |  |  |

## Access requirements

|  |
| --- |
| Please use this space to tell us if you have a disability or any additional access needs that we may need to take into account to enable an enjoyable volunteering experience. |

|  |
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| Declaration |

I agree to being registered as a volunteer with Kent Wildlife Trust. I understand that I will be asked to read and agree to policies and procedures as laid out in the volunteer handbook and I agree that I will carry out only the tasks that I consider I am fit to do.

I am aware that some volunteer positions will be subject to a Disclosure and Barring service check. I declare that the information given on this form is true and complete to the best of my knowledge and belief.

I understand that any information given by me will be treated as confidential and only be used in relation to my voluntary work and will be held in accordance with the Data Protection Act 1998. Your details will be used for Kent Wildlife Trust’s purposes only and will not be sold or passed on to any other organisations.

I am happy to be contacted by Kent Wildlife Trust about membership; conservation; events; fundraising and other activities by: ☐ post   ☐   email    ☐    telephone

Signed: Date:

## Office use

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | Supervisor: |  |
| Induction Date: |  | Induction Staff Name: |  |

|  |
| --- |
| Equality and Diversity Monitoring |

Kent Wildlife Trust are committed to ensuring our work and volunteer program encourages people from all backgrounds to contribute to our work. This information is used to monitor the effectiveness of our advertising methods and the appeal of our projects and work. Where the volunteer role is part of a funded project it will also be used as part of our evaluation and shared with our funders. This information will not be used as part of the application process and information will be stored electronically and held in strictest confidence.

**Data Protection**

The data you provide is subject to the provisions of the Data Protection Act 1998. By completing this form and returning it to us, whether electronically or by hand, you are giving your permission for us to process the data for equal opportunities monitoring purposes. This information will be held confidentially and will only be used for the purposes of equal opportunities monitoring. All data will be treated as strictly confidential.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age Group: | | | Ethnicity: | | Disability:  Do you consider yourself to have a disability? |
| Under 16 | 16-24 | 25-34 | Asian  (Bangladeshi, Indian,  Pakistani etc) | Asian  (Chinese, Japanese etc) |
| 35-50 | 51-65 | 65+ | Black  (Caribbean, African, other) | White | yes  no |
| Mixed | Other |
| Prefer not to say: | | | Prefer not to say: | | Prefer not to say: |