



Brockswood at Cotwall End

Catholic Lane, Sedgley, Dudley, DY3 3YE

Telephone: 01902 884390

Email: office@brockswood.org.uk

www.brockswood.org.uk

Adult (18+) Volunteering Application Form

Thank you for considering voluntary work for Brockswood Animal Sanctuary. Please complete this form as fully as possible as it helps us to provide the most appropriate volunteering opportunity.

Personal Details		
Title: <input type="text"/>	Full Name: <input type="text"/>	Date of Birth: <input type="text"/>
Current Address: <input type="text"/>	Previous Address (If less than 3 years at Current Address) <input type="text"/>	
Home Telephone Number: <input type="text"/>	Mobile Telephone Number: <input type="text"/>	
Email Address: <input type="text"/>		
Do you hold a current UK Driving Licence? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Emergency Contact Details	
Please give the details of someone we can contact in an emergency	
Name:	<input type="text"/>
Relationship to you:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Daytime Tel Number:	<input type="text"/>
Evening Tel Number:	<input type="text"/>
Mobile Number:	<input type="text"/>
Email Address:	<input type="text"/>

Volunteering Role

Which volunteering opportunity are you applying for?

Please state a specific role and check website for availability.

What day(s) and time(s) are you available? A single am or pm session classes as one shift.

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Monday am | <input type="checkbox"/> Monday pm |
| <input type="checkbox"/> Tuesday am | <input type="checkbox"/> Tuesday pm |
| <input type="checkbox"/> Wednesday am | <input type="checkbox"/> Wednesday pm |
| <input type="checkbox"/> Thursday am | <input type="checkbox"/> Thursday pm |
| <input type="checkbox"/> Friday am | <input type="checkbox"/> Friday pm |
| <input type="checkbox"/> Saturday am | <input type="checkbox"/> Saturday pm |
| <input type="checkbox"/> Sunday am | <input type="checkbox"/> Sunday pm |

PLEASE NOTE:

For **animal care** roles we ask for a regular and reliable commitment of one full day per week (Monday to Friday) OR one full day per fortnight if volunteering on a Saturday or Sunday. We will also require a high level of punctuality. This is so we can provide our animals with the routine they need and to support our keepers in the most efficient way. Therefore you will need to indicate the day(s) you can attend by ticking the am **and** pm box for that day. Please only apply if you can realistically and regularly make this commitment.

Do you have any previous volunteering experience? If yes please give details:

Please tell us a little about you. You could tell us why you want to volunteer at Brockswood? What skills can you bring to the role? What personal qualities do you have relevant to volunteering with us?

What do you want to get out of volunteering at Brockswood?

Personal Health

Please give us details about any support needs you may have. This does not stop you volunteering with us but lets us know how these may affect your volunteer activities at the sanctuary and how we can best support you.

Do you consider yourself to have a mental health issue? YES NO

Do you consider yourself to have a learning difficulty? YES NO

Do you consider yourself to have a physical disability? YES NO

Do you have any diagnosed conditions? YES NO

Do you receive help from any support agencies? YES NO

Are you on any permanent or long-term medication? YES NO

Have you experienced any side effects to your medication YES NO

Do you have any current or recent alcohol/drug use issues? YES NO

Do you have (or have had) an Education Health Care Plan EHCP? YES NO

Do you have a phobia towards any animals? YES NO

Do you have any allergies? YES NO

If you have answered yes to any of the above please give full details of the issues, including how your problems may affect you as a volunteer and how we can best support you whilst you are volunteering:

Personal Health - Continued

Do you have a key worker, support worker, CAMHS worker or permanent carer?

YES

NO

If you have answered yes to the above please give the name and contact number below

Name:

Contact Number:

Do you give your consent for us to contact this person if necessary:

YES

NO

Criminal Convictions

Rehabilitation of Offenders Act 1974

We are required to take certain safeguards to protect vulnerable groups who use Brockswood, and therefore must ask you for details of any criminal convictions. Due to the nature of some of the groups we work with, the provisions of Section 4(2) of the Rehabilitation of Offenders Act do not apply. Information about convictions, which for other purposes are spent, must therefore be disclosed.

Any information given will be treated in strict confidence and used only in connection with this application. The information given will not necessarily prevent you from volunteering and will depend on the assigned tasks and the nature of the offence. Any voluntary position offered may be withdrawn if it is discovered that previous convictions were not disclosed. We reserve the right to carry out a DSB (Disclosure & Barring Service) check if deemed necessary.

Do you have any unspent convictions?

YES

NO

Are you currently under probation supervision?

YES

NO

Are you currently serving a Community Service order?

YES

NO

Please provide details of any previous or outstanding convictions/cautions (including nature of offence, date of conviction/caution, any sentence details)

Nature of Offence	Details of Sentence	Date of Conviction/ Caution
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal References

Please give the details of **at least two people** (preferably 3) we can contact to obtain a reference. These people must know you well enough to give an accurate reference and have known you for at least two years, but cannot be family members. We ask for references from all volunteers at Brockwood as part of our safeguarding policy. Below is a list of people you could ask:

- Employer
- Religious Leader
- Tutor / Lecturer
- Volunteer Manager
- Landlord
- Social Worker
- Health Worker
- Accountant
- Housing Officer
- Community Worker
- Solicitor
- Job Coach

First Reference Details

Name:	<input type="text"/>
Relationship to you:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email Address:	<input type="text"/>

Second Reference Details

Name:	<input type="text"/>
Relationship to you:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email Address:	<input type="text"/>

Third Reference Details

Name:	<input type="text"/>
Relationship to you:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email Address:	<input type="text"/>

Declaration

Please read the following carefully as by submitting this application you are agreeing to the following:

- I confirm that the information given on this form is correct and accept that any deliberate omissions later discovered may result in any offer of volunteering being withdrawn.
- I understand that my details will be kept on file at Brockswood Animal Sanctuary and used only in conjunction with the volunteering process.

I also acknowledge that the following conditions will apply to any voluntary role I may be offered:

- Full and honest completion of this application form
- Obtaining of at least two satisfactory references
- A satisfactory DBS (Disclosure & Barring Service) check if appropriate
- Brockswood will not share your data with third parties, unless your application for volunteering is initially successful, in which case we will then share your data with your nominated referees to obtain references. All data is stored in line with current legislation
- An initial informal meeting with the Sanctuary Manager or Volunteering Coordinator where the volunteering scheme can be discussed in more detail
- New volunteers will be expected to complete an initial trial period. The first forty hours of volunteering will be taken as the trial period
- I understand I will be responsible for providing my own work-wear (work clothes, boots and wellies etc.) that are suitable for the tasks assigned to me. Guidance will be given on appropriate work-wear on induction
- All volunteers are expected to adhere to all the organisation policies and procedures and working practices, including (but not limited to) the Equal Opportunities Policy and the Health & Safety Guidelines
- Volunteers are expected to contact the Brockswood office if they are unable to attend on the days or times agreed
- I understand that Brockswood Animal Sanctuary cannot be held responsible for the security of any personal items and any loss or damage to personal items including clothing.

Submission of Application

When you have completed this application, save it to your computer or device and email it to:

office@brockswood.org.uk

If you prefer you can also print a copy and post it to:

Volunteer Co-ordinator, Brockswood at Cotwall End, Catholic Lane, Sedgley. DY3 3YE

Please allow 21 days for us to process your application – Thank You

Office Use Only

Ref:

DR: