

CONFIDENTIAL

RESIDENTIAL VOLUNTEER & GUIDE - WDC SCOTTISH DOLPHIN CENTRE

How did you hear about this position?

Do you wish to pursue a career in conservation?

PERSONAL DETAILS:

Name:

Address:

Telephone:

Mobile:

E-mail:

EMERGENCY CONTACT DETAILS:

Name:

Address:

Telephone:

Mobile:

Relationship:

Are you 18 years old or over? (Tick to say yes):

Period of notice required:

Are you available for the entire volunteer period?

SECONDARY AND HIGHER EDUCATION

Please list below any qualifications you have gained in secondary and further education.
Please include:

DATE EDUCATION INSTITUTE TYPE OF QUALIFICATION SUBJECT GRADE

DATE	EDUCATION INSTITUTE	TYPE OF QUALIFICATION	SUBJECT	GRADE

EMPLOYMENT HISTORY

Please give details of the posts you have held, both paid and voluntary starting with your present or most recent employer.

Please account for any gaps in employment.

**Employer Name,
Address, and
Nature of Business**

Dates: From and to

Job Title, Duties, Responsibilities

(If your job was part-time or voluntary, please indicate.)

Employer Name, Address, and Nature of Business	Dates: From and to	Job Title, Duties, Responsibilities <i>(If your job was part-time or voluntary, please indicate.)</i>

WHAT MAKES YOU SUITABLE FOR THIS VOLUNTARY POSITION?

Please give below any relevant skills/experiences which you would bring to the post, including from voluntary work. Please try to match this to the role description and essential skills. (Character limit of approx. 3,700)

WHY ARE YOU INTERESTED IN VOLUNTEERING WITH WDC?

Please use this as an opportunity to tell us why you are interested in WDC and volunteering at the Scottish Dolphin Centre as well as a bit about yourself. (Character limit of approx. 3,700)

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.

REFEREE 1:

Name:

Address:

Telephone:

Email:

REFEREE 2:

Name:

Address:

Telephone:

Email:

DRIVERS LICENCE

Do you hold a current, valid driving licence? Yes or No

If yes, what type? Full or provisional

Will you have access to a car while volunteering? Yes or No

Do you have any current endorsements? Yes or No

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

If yes, please give details of offences, penalties and dates in the space below:

Any information given will be held in confidence.

If you have any concerns about filling in this declaration, please contact alison.rose@whales.org or telephone on 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:

**WHALE AND
DOLPHIN
CONSERVATION**

