

# **Volunteer Application Form**

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**Personal Details**

Title :………… Forenames: ……………………….…………… Surname: ……………………..……………..

Address:……………………………………………………………………………………………….……..………………………..…………………………………………………………………Postcode:…………………………………..……

Telephone: Day: ..…………………… Evening: ……………………… Mobile: ……………...………..……

Email Address: ………………………………………………………………..

Please sign me up to the supporter e-newsletter

Do you hold a current driving licence? YES/NO Do you have the use of a car? YES/NO

Are you over 18yrs old? YES/NO

**For your information: Some of our roles are physically demanding, please discuss with the Volunteer Co-Ordinator prior to completing this form if you have any concerns that you think may affect your work.**

I have discussed my concerns with Volunteer Co-ordinator ……………………………………..

I have no concerns

**In an emergency, who should we contact?**

Name:………………………………………………………………………………………………………………...………

Address: ……………………………………………………………………………………………………………...………..……………………………………………………………………………………………………………………………………...………..……………

Telephone (include full dialling code): ........................................ Relationship to you: ……….………

We need to show due diligence for Right to work procedures and ask you provide a current passport copy or a birth certificate ……………………………………….Please sign once provided.

**Please give details of what interested you in becoming a volunteer at Margaret Green Animal Rescue (please circle all that apply):**

*A love of animals:* YES/NO *To work with animals:* YES/NO Working on the shop floor: YES/NO

*To gain work experience:* YES/NO *To meet people:* YES/NO Working back of house: YES/NO

Do you have a love of Books?: YES/NO To gain a skill to get back into the Work place: YES/NO

*To keep active and fit:* YES/NO *You believe in supporting the work of the Charity:* YES/NO

*You have previously rehomed an animal from the Charity:* YES/NO

*Other (please specify):* …………………………………………………………………………………………………………

**Are you, or have you been an animal or pet owner? YES/NN If YES, please give details:**

…………………………………………………………………………………………………………………………………………………………

**Please give details of any specific work experience you have previously carried out :**

…………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

**What kind of volunteer work would you consider taking on at the Shops (please tick all that apply)?**

Collections Customer service Leaflet distribution

Shop floor work Fundraising events Catering/baking

Books Back of house/sorting Van driver

Charity Shops Housekeeping /cleaning Driver’s mate

**If you are able to do so at this stage, please indicate how much time you could commit to the Charity on a voluntary basis (please tick the days and times that would suit you best):**

*Day AM 9-12pm PM 1-5pm Times Available*

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

We are obliged to confirm that you are able to undertake voluntary work in the UK. Please supply a Passport or Birth certificate to prove identification. We will take a copy of this for our records.

**Staff use only**

Does the photo match the person**: Yes/NO**

Are the date of birth correct**: Yes/No**

**I**f student on temp work in UK do they have permission to work in term time: **Yes/ No (This is supplied from agency)**

Do the documents appear authentic **Yes/ No**

**References**

Please supply the name and address of a referee and state in what capacity they know you. This should not be close relatives of the applicant.

Name: ………………………………….…………

Address: ………………………………......…………………………………………..….……….…..

Postcode: …………………………………………………….

Mobile No:…………………………………………………….

Home Phone No: ……………………………..………………

Email:………………………………………..………………….

**Rehabilitation of Offenders Act 1974**

You must declare any unspent criminal convictions (excluding driving offences) registered against you. If none, please state ‘No convictions to declare’.

………………………………………………………………………………………………………..

**General Data Protection Regulation and the Data Protection Act 2018**

We will use your information together with other information for administrative and management purposes only. We may keep your information for a reasonable period in accordance with legal requirements if you cease to do voluntary work for us.

By returning this form, you consent to our processing your sensitive data (such as data relating to your health or criminal convictions) for the above purposes. You have a right to ask for a copy of your information and to correct any inaccuracies.

**Your name & signature:**

I declare that I have read the Data Protection Notice and all information given in this form is correct to the best of my knowledge.

Print Name: ………………………………..

Signed: ………………………………………………………. Date: ….…………………

**Please return completed application forms to the site you wish to volunteer with.**

swanageshop@mgar.org.uk

wintonshop@mgar.org.uk

[wimborneshop@mgar.org.uk](mailto:wimborneshop@mgar.org.uk)

[weymouthshop@mgar.org.uk](mailto:weymouthshop@mgar.org.uk)

Ferndownshop@mgar.org.uk

[Kinsonshop@mgar.org.uk](mailto:Kinsonshop@mgar.org.uk)

**Whilst volunteering for us, we ask that you sign the volunteer agreement policy below**

In this **Volunteer Policy and Agreement**:-

**the Charity** means **Margaret Green Animal Rescue**

and

**the Volunteer** means you:

**Title** ………. **First Name** ……………..…. **Surname** …………….……………………………………….

of **Address** ……………………………………………………………………….… **Post code** …………

Reference (office use only):

The Charity relies on the support of volunteers for animal care, fundraising, shop reception & sales, and various other tasks. Volunteers must work within the policies and in accordance with the Charity’s standards and procedures.

1. **Duties**
   1. The Volunteer undertakes with the Charity to perform such duties as are assigned, within the scope agreed with the Volunteer, and to comply with all reasonable directions given by any employee or Trustee of the Charity.
   2. In all reasonable circumstances the Volunteer must be guided by common sense and be prepared to act accordingly. If in any case action must be taken and it is not possible to obtain the authority or permission of any employee or Trustee of the Charity, the Volunteer should take such action as he or she thinks best in accordance with the Charity’s objects and report as soon as possible to a manager or Trustee.
   3. All duties carried out at a rescue centre will be done so under the control of the centre manager and employed staff.
2. **Age**

The volunteer will be aged 18 or over. Volunteers aged 16 or 17 must be accompanied by an adult aged 18 or over at all times. On some occasions, after a set period of time to be determined by staff or a Trustee, a volunteer aged 16 or 17 may be allowed to work alone without an adult accompanying them. Nobody under the age of 16 is authorised to volunteer for the Charity.

1. **No Agency**

Except when expressly authorised in writing, the Volunteer is not the agent or representative of the Charity in any way and does not have any authority or right to assume any obligation of any kind expressed or implied on behalf of the Charity or to bind or commit the Charity in any way.

1. **Expenses**

Although the Volunteer will receive no salary, gratuity, payment in kind, or privileged use of the Charity’s facilities, expenses may be reimbursed if they are expressly authorised by a Trustee. All claims for expenses must be accompanied by receipts, vouchers or other evidence of actual payment and be submitted by the end of the month immediately after that in which they are incurred.

1. **Motor Vehicles**

(a) If the Volunteer is required to drive any vehicle belonging to the Charity then he or she must when requested by a manager or Trustee produce a valid driving licence. In the event of a Volunteer being convicted of any motoring offence (other than one for parking) then he or she must report that to a centre manager or Trustee forthwith and stop driving any trust vehicle immediately until (if at all) he or she receives written authority to do so from a Trustee.

(b) If the Volunteer is required to drive any other vehicle (i.e. not belonging to the Trust) in connection with the Trust’s activities he or she will do so at his or her own risk and upon request will produce to any Trustee or centre Manager of the Charity a valid driving licence certificate of insurance and (if applicable) MOT certificate. It is the responsibility of the Volunteer to ensure that his or her motor insurance provides full cover for any use of the vehicle for Charity purposes.

1. **Insurance**

The Trust maintains insurance against risks which it considers necessary, including loss and damage to or destruction of its property and the injury or death of members of the public affected by its activities and of its employees and volunteers undertaking authorised work for it. The insurance does not extend, for example, to unauthorised work or to authorised work carried on by persons not authorised by the Trust; or to work or activities which are not properly supervised by a member of staff or a Trustee. It is therefore most important that the Volunteer ensures that he or she complies with the conditions of the Charity’s insurance and does not do anything which might result in the insurance being voided.

1. **Health and Safety**
   1. The Charity is under a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all employees and other persons (including volunteers and members of the public) who are affected by its activities. The Volunteer must take reasonable care for the health and safety of his or her self and other persons who may be affected by his or her acts or omissions at work and to co-operate with the Charity so far as is necessary to perform any duty or comply with any requirement imposed by any law.
   2. Notices will be posted or issued giving information to all employees and volunteers to ensure that they are fully aware of the health and safety hazards within their working environment and procedures and precautions in respect of them as necessary.
   3. It is the duty of the Volunteer to co-operate fully with the health and safety policy by all means including:
      1. performing his or her duties safely and efficiently
      2. not doing anything which does or might injure any other person or expose any person to risk
      3. making full and proper use of all safety and protective equipment and clothing
      4. adhering to all procedures specified or any instructions issued with any plant or machinery or substances used at work
      5. reporting to Charity management or employed staff any actually or potentially unsafe conditions, system of work, buildings, vehicles, plant or other equipment.
   4. The Charity recommends that if working with animals the Volunteer maintains up to date inoculation against tetanus.
   5. The Charity operates a no smoking policy in the workplace and smoking is only permitted in designated areas as approved by the Charity.
   6. The Volunteer must report to the centre manager or member of permanent staff upon arrival and on leaving the centre. The Volunteer must not work on centre property outside normal Charity working hours unless by prior arrangement with a centre Manager or Trustee.
2. **Fundraising Events and Activities**

The Volunteer is encouraged to hold fundraising events, but he or she must first discuss the proposal in advance with the fundraising and marketing manager, centre manager or Trustee. If the fundraising and marketing manager, centre manager or Trustee approves the proposal the Charity may be prepared to support it with publicity material and help. However the Charity will not support any fundraising proposal which is not approved and the organiser of any such event must not use the Charity’s name or logo or in any way imply or permit it to be believed that the fundraising is approved by the Charity.

1. **Photographs**

Photographs may be taken for personal use. These can also be shared on the MGAR Volunteers group page (<https://www.facebook.com/groups/302106486637622/>). Photos taken whilst volunteering must not be shared on social media without prior consent from the fundraising and marketing manager.

1. **Confidentiality**
   1. All information relating to the Charity (including its organisation, finances, supporters and activities) is confidential. The Volunteer must keep this information secret and not use or disclose it except as authorised or required by his or her duties.
   2. All records in any medium (whether written, computer readable or otherwise) including accounts, documents, drawings and private notes about the Charity and its activities and all copies and extracts of them made or acquired by the Volunteer in the course of his or her work shall be:
      1. the Charity’s property
      2. used for the Charity’s purposes only
      3. returned to the Charity at any time on demand at any time; and
      4. returned to the Charity without demand if the Volunteer ceases for more than one month to be actively involved with the Charity’s work.
2. **Publicity**

The Volunteer may not at any time make any statement about the Charity to the press or other form of public media; or represent him or herself as working for or employed by or in any way connected with the Charity or its activities after ceasing for more than one month to be actively involved with its work.

1. **Termination**

The Charity reserves the right to refuse the offer of services of the Volunteer, generally or in any particular case, and to terminate any work being done by the Volunteer. The Charity may exercise these rights at any time, with or without prior notice and without giving any reason.

**Declaration** – I have read and understood the above policy and terms and conditions, and agree to comply with them and such additional substituted and amended terms and conditions as are notified to me in writing from time to time

**Date** ………………………………………………...

**Name (please print)** …………………………………………….

**Signed** …………………………………………….

Telephone number: …………………………………………….

Emergency contact: ……………………………………………………………………

**PARENT OR GUARDIAN CONSENT (Volunteers aged 16 or 17)**

I give consent for my child named above to carry out volunteer duties for the Margaret Green Animal Rescue.

**Name (please print)** ……………………………………………...

**Signed** ……………………………………………...

**How to withdraw your consent**

You can withdraw the consent at any time. You can do this by writing to us at the above address or emailing us at the address below.

To opt-out of our bi-annual newsletter and Grand Draw tickets, please use the check boxes below:

**My preferred means of contact is:**

Email

Mail

Telephone

I do not want the newsletter

I do not want the Grand Draw tickets

Please provide the following information:

If you consent to provide the information requested, please give it below.

|  |  |
| --- | --- |
| **Your Name:** |  |
| **Your Address:** |  |
| **Email Address:** |  |

Please complete this section to show your consent

|  |  |
| --- | --- |
| **Your Signature:** |  |
| **Your Name:** |  |
| **Today’s Date:** |  |

Once completed, this form should be handed in at one of our centres, submitted via email to [dataprotection@mgar.org.uk](mailto:dataprotection@mgar.org.uk) or posted to:

Customer Services

Margaret Green Animal Rescue

Church Knowle

Wareham

Dorset

BH20 5NQ