

Volunteer Application Form



Thank you for your interest in volunteering for Calvert Trust Exmoor. Please complete this form and return to the address provided. If you need assistance completing the form, please contact us and we will be happy to help.

The information you provide is strictly confidential. We welcome applications from people of all abilities, backgrounds and communities. Calvert Trust Exmoor abides by the Data Protection Act 2018 and operates an Equals Opportunities policy.

Personal Details	
Surname:	
Title (Miss/Mrs/Mr/etc)	Forenames:
Address:	
Post Code:	
Email:	Date of Birth:
Tel: (Home)	Tel: (Mobile)

Do you have a current driving licence?	Yes / No
Do you have any driving convictions / points?	Yes / No
Do you have a licence to drive a minibus?	Yes / No

Disabilities, Medical or Dietary Requirements
Do you have a disability? Are there any medical or dietary requirements we should be aware of? Would you be able to evacuate the building in under 3 minutes in the event of fire, might you have any adverse reactions to loud noises, allergies etc – please specify:

Age restriction

For Health & Safety reasons, we can only accept volunteers over the age of 18 years old.

Which Volunteer Roles are you interested in? (Please tick all that are relevant):			
Activities (other than stables)	<input type="checkbox"/>	Stables	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	Events	<input type="checkbox"/>
Gardening	<input type="checkbox"/>	Maintenance/Groundwork	<input type="checkbox"/>
Companionship	<input type="checkbox"/>	Office/Admin/Finance	<input type="checkbox"/>
Housekeeping	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Please state your Preferred Activity:			

When are you able to volunteer? (Please tick the appropriate box/es):				
	Morning	Afternoon	Evening	Comment
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

How often would you like to volunteer? (Please tick the appropriate box/es):			
Weekly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>

Please tell us your reason for wanting to volunteer at Calvert Trust Exmoor and what skills you can bring:
If called for a chat, would you need any facilities or assistance to help you attend? e.g., ramp access, large print material. If so, please provide details:
How did you hear about volunteering for Calvert Trust Exmoor?
Have you worked/volunteered for Calvert Trust Exmoor in the past, or any of our sister Centres (Kielder or Lake District)? If yes, please give details:

Criminal Convictions

Have you ever been convicted in any Court of any Criminal Offence?

Yes / No

If yes, please give details:

Disclosure and Barring Service Check (DBS) – formerly known as a CRB check

N.B. Under the provision of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, applicants are required to disclose information concerning all convictions including 'spent' convictions. Failure to disclose relevant information could result in dismissal or disciplinary action. Some of our volunteer roles will require the satisfactory completion of a Disclosure and Barring Service Check (DBS) as to the existence and content of a criminal record of persons where the opportunity exists for substantial and unsupervised access to children and people with disabilities. Any information will be treated in strict confidence and will be considered only where it is felt to be relevant to a particular job or situation. Your permission will be sought to carry out the Police check following an offer of appointment, but you should realise that refusal to give permission could prevent confirmation of your appointment.

Have you completed a DBS check in the last 12 months?

Yes / No

Please tick here to confirm your consent to a DBS check where appropriate.

Yes / No

Emergency Contact Details

Name

Relationship to you

Address

Post Code:

Tel: Day

Tel: Evening

References

In order to protect the interests of Calvert Trust Exmoor, we need to ask you to provide details of a referee who is not related to you by blood or by marriage.

Address

Post Code:

Tel:

Email:

How do you know this person?

Personal Declaration

I declare that the information provided is, to the best of my knowledge, true and complete.

I agree that the failure to disclose relevant information may render this application and any subsequent applications invalid. In accordance with the Data Protection Act 2018, I agree that Calvert Trust Exmoor may hold and use the data provided in this form for the purpose of administering and supervising my work with the charity. I confirm I have read the Volunteering Policy. I understand that Calvert Trust Exmoor hold the right to terminate my placement as a volunteer at any time; there is no formal contract of employment. However, we will expect you to comply with the relevant parts of the Code of Conduct in our Staff handbook. You will be made aware of these as part of the induction process.

All of the above information is to the best of my knowledge, correct. I will inform Calvert Trust Exmoor of any relevant changes to my medical circumstances, and give my consent for emergency treatment, including anaesthetic, as considered necessary by the medical authorities. I am aware of the nature of the activities, in that there is an element of risk and I voluntarily accept the risks involved.

Please tick if you **DO** give permission for your photograph to be used in any Calvert Trust Exmoor publicity, marketing, printed material or website

To hear from us about news, fundraising, accessible breaks and activities, and how you can help support people with disabilities at Calvert Exmoor, please confirm how we can contact you by ticking the relevant box.

If you change your mind, email exmoor@calvert-trust.org.uk or phone 01598 763221 to update your preferences. For more information about how we use data, visit our online Privacy Policy.

Email

Phone

Post

Name (BLOCK CAPITALS):	
Signed:	
Date:	

Please return this form to:

Alison Perry
Volunteer Co-Ordinator
Calvert Trust Exmoor
Wistlandpound
Kentisbury
Barnstaple
North Devon
EX31 4SJ



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Website: www.calvertexmoor.org.uk
Charity No. 1005776