



Updated: July 2019

Volunteer Application Form

Thank you for your interest in volunteering with the Scottish Wildlife Trust – the lead partner in the Saving Scotland's Red Squirrels project. Please complete all sections.

PERSONAL DETAILS

NAME			
ADDRESS			
HOME TELEPHONE		MOBILE TELEPHONE	
EMAIL			
DATE OF BIRTH			

Please tick employment status as appropriate

STUDENT	<input type="checkbox"/>	EMPLOYED	<input type="checkbox"/>	UNEMPLOYED	<input type="checkbox"/>	RETIRED	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
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If you are a volunteer from outside the UK, please rate your command of spoken and written English;

Please tick as appropriate

1st LANGUAGE	<input type="checkbox"/>	VERY GOOD	<input type="checkbox"/>	COMPETENT	<input type="checkbox"/>	BEGINNER	<input type="checkbox"/>
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VOLUNTEER POSITION APPLIED FOR

ROLE TITLE	
LOCATION	
START DATE if applicable	

ABOUT YOU

<p>Please list any relevant knowledge or skills you possess which would be relevant to this position</p> <p>(eg wildlife id, use of tools, current first aid, customer care, computer use)</p>	
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<p>Please detail any previous volunteering experience with SWT or other conservation organisations</p>	
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Please use this space to provide any other relevant details in connection to this volunteer post.	
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AVAILABILITY

Please tick as appropriate

Any day		Weekdays only		Weekends only		Full day		Part day	
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CRIMINAL CONVICTIONS

Ex offenders will be considered solely on merit and suitability for the specific role. Suitability includes the requirement of legislation where relevant to the role and the offence.

Please give details of any unspent convictions and cautions in accordance with Rehabilitation of Offenders Act Order 1975 (Northern Ireland) 1979.	
If not relevant, please mark N/A in box	

REFEREES

Please provide the names and addresses of two persons willing to act as referees on your behalf. They should not be related to you or live at the same address. References may be sought as part of the selection process.

NAME			
OCCUPATION			
ADDRESS			
DAYTIME PHONE		EVENING PHONE	
EMAIL			

NAME			
OCCUPATION			
ADDRESS			
DAYTIME PHONE		EVENING PHONE	
EMAIL			

Please state how you heard about this opportunity.	
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GENERAL DATA PROTECTION REGULATIONS (GDPR)

When you become a volunteer we will collect and store some of your personal information on our supporter database for the following reasons:

Your safety	We will collect and store the following information: health issues including remedial measures to take, an emergency contact including phone number/email address for you.
To protect the Trust & improve performance	We will ask for details of relevant criminal convictions and store them in a specially protected part of our database. We will also keep training records such as skills training to ensure volunteer groups are kept safe and that we are fulfilling our health & safety obligations.
Communication	We will collect basic information to allow us to communicate with you such as name, address, telephone number and email address.

Data statement

Your personal information will be recorded in the Trust's supporter database and will be retained only for as long as is permitted by UK legislation. All information you supply will be held in strict confidence for use within the Trust only and unless you give prior written consent, your personal data will not be provided to any third party except where we have a legitimate interest (such as a joint project with another organisation where volunteers are shared) and/or statutory obligation to do so (eg where asked by the police).

We will only process and store your personal data if you become a volunteer. If not, we will destroy/delete your application within 12 months.

We have a data retention period of 7 years after you finish volunteering with us after which all your personal data will be destroyed/deleted. We will however retain non detailed, generic data such as the fact that you were once a Trust volunteer.

We are committed to the safekeeping of personal details of our members, supporters and anyone else whose information we hold. The [Scottish Wildlife Trust's Privacy Notice](#) explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

In accordance with new regulations, as of 25 May 2018 we need your permission to stay in touch by email. If you would like to hear from the Scottish Wildlife Trust by email about future volunteer related events, news and activities, please let us know using the options below. Please be aware that this will not affect your receipt of communications directly relevant to the administration of your role, nor from wider areas of the Scottish Wildlife Trust, if you are a member.

I would like to receive emails from the Saving Scotland's Red Squirrels project about future volunteer related events, news and activities –

Yes

No

DECLARATION

I declare the information I have given on this form is, to the best of my knowledge, true. By signing this form I understand that my data will be processed in accordance with the above.

SIGNATURE	DATE

Please return this form to:

Neil O'Donnell
Administrator
Saving Scotland's Red Squirrels
Scottish Wildlife Trust
Harbourside House
110 Commercial Street
Edinburgh
EH6 6NF

or email to squirrels@scottishwildlifetrust.org.uk

