



Thanet Countryside Trust

Registered Charity No: 285972

VOLUNTEER APPLICATION FORM

Please complete and return this form to: volunteering@monkton-reserve.org
OR ask at Reception for an envelope and leave it marked for Volunteering

Name:			
Address:	Phone Daytime:		
	Phone Evening:		
	Mobile:		
Postcode:			
E-mail:			
If you are applying for a specific role, you have seen advertised, please say which role.			
Where did you hear about this Monkton Nature Reserve volunteering opportunity?			
Do you have any special requirements? (e.g., large print, wheelchair access)			
Are you normally available in:	The daytime <input type="checkbox"/>	The evening <input type="checkbox"/>	The weekend <input type="checkbox"/>
Level of commitment: Please give us an idea of how much time you would like to commit to volunteering with Monkton Nature Reserve. If it is your preference to volunteer on set days and times, please include this information below.			

EMERGENCY / NEXT OF KIN – Please provide details of who to contact should there be an emergency situation.

Name:

Relationship to you:

Home Tel.

Work Tel.

Mobile:

Address:

Monkton Nature Reserve has a variety of volunteer possibilities. Please tick below the one or ones in which you would be interested:

OUTSIDE

Guide small groups around the reserve

Maintenance and cleaning Basic DIY

Conservation – which may include using tools and some heavy work

Data collection – photography of flora & fauna/ surveys etc.

Entimology (study of insects) Ornithology (study of birds)

Geology Gardening

INSIDE

Be on Reception to welcome visitors and give a brief introduction to the reserve

Assistance in the shop – serving, maintaining stock-count, looking for new items to sell

Office Administration Serving in the Café

Publicity and Marketing Fundraising

Set up and maintain exhibits Catalogue items

Maintenance and cleaning Book shop Online selling

Please let us know any particular skills and experience you have which you would like to offer the reserve.

ADDITIONAL NEEDS

Are there any tasks or activities you would like to avoid for health reasons when volunteering?

If you feel you need any special support to become a volunteer, please tell us about it here.

CRIMINAL RECORDS (Rehabilitation of Offenders Act 1974)

We need to ask you about any unspent convictions as part of our duty of care. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. Some roles will also require full criminal record checks, now known as Disclosure and Barring Service (DBS) check.

Would you be prepared to have a DBS check? YES / NO

If you do have any unspent convictions, please include details in a sealed envelope. If you would like to discuss any convictions you may have, please contact the person named in the covering letter. All information will be dealt with according to Monkton Nature Reserve's Confidentiality Policy.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING AND SUBMITTING YOUR APPLICATION.

I am willing to undertake an Induction session and attend any training considered to be relevant to the volunteer role.

Equality & Diversity Monkton Nature Reserve will not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, and sex or sexual orientation.

Data Protection The information that you provide will be processed by Monkton Nature Reserve to fulfil its statutory and organisational We will only use the information we hold about you in relation to your voluntary work. We will only collect the minimum information necessary to fulfil that purpose and keep the information for as long as we require it for this purpose.

It is occasionally necessary for Monkton Nature Reserve to make your email address or contact telephone numbers available to other staff or volunteers. For example, in order to arrange cover for shifts or contact a next of kin in an emergency. Any information disclosed under such circumstances will be the minimum required. At no time will we provide any of your details to a

third party nor sell or give our mailing list to a third party. You have the right to see any information about you that we hold in our database. You have the right to ask for your details to be removed from our database. By signing this application, you consent to Monkton Nature Reserve retaining and processing this information under current General Data Protection Regulation (GDPR).

By ticking this box, you are giving us permission to store this information on file, and on computer

PARENTAL / GUARDIAN CONSENT *To be completed for all applicants under 18 years of age.*

I confirm that I consent to the applicant volunteering at Monkton Nature Reserve: -

Parent/Guardian Name:

Signature:

Date:

I confirm that I have completed this application form truthfully:

APPLICANT'S NAME

APPLICANT'S SIGNATURE

Date:

If you would like to find out more about Monkton Nature Reserve, please log onto our website www.monkton-reserve.org. Once we have received your form, we will contact you to invite you to attend a volunteer interview.

For office purposes only Received:

Interview date:

Interview confirmed:

Induction training letter:

Attendance confirmed: