Welcome Volunteer Delamere

#### Privacy Statement – how we will use your information

To enable us to manage an efficient and balanced application process, we need to collect a number of personal details. These details will be used for the assessment of your application and will be stored securely. This form is split into sections. We need to have all the information in application form to enable you to assess your application. The Equality and Diversity form, which is free standing and optional, helps us understand more about the people who volunteered to work with us.

Forestry England is a data controller under UK data protection legislation. Forestry England's privacy policy and contact details of our Data Protection Officer can be found here <http://www.forestryengland.uk/privacy>.

We store your data on our secure servers in the EU. We will keep a copy of your application form for 6 months after the closing date, as per our retention policy.

If you are successful, the personal information you provide through our volunteer registration process will be used by Forestry England to enable us to provide you with information relating to your volunteer opportunity and future trainings and activities. We will keep a copy of your data for 6 years after you finish volunteering with Forestry England including any training records, as per our retention policy.

**We need your consent to process your personal information.** **By completing and signing this form you give your explicit consent for FE to process your personal information for the purposes stated above in accordance with data protection legislation**.

Under data protection legislation you have a number of rights with regard to your personal data. These are listed out in full on the Information Commissioner’s website here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You have the right to withdraw your consent, or lodge a complaint with the supervisory authority the Information Commissioner’s Office: <https://ico.org.uk/>.

**Welcome Volunteer**

**Application Form**

To apply for a Visitor Welcome Volunteer role at Delamere please fill in this application form with as much information as possible, explaining how your interests and experiences meet all of the areas outlined in the role description. Please use a good range of examples where appropriate to demonstrate your previous experiences.

**Availability –** Please indicate your preference of days to volunteer

|  |
| --- |
| Monday 9.30am - 12.30pm  Monday 12pm - 3pm  Tuesday 9.30am - 12.30pm Tuesday 12pm - 3pm Wednesday 9.30am - 12.30pm  Wednesday 12pm - 3pm  Thursday 9.30am - 12.30pm  Thursday 12pm - 3pm Friday 9.30am - 12.30pm Friday 12pm - 3pm Saturday 9.30am - 12.30pm Saturday 12pm - 3pmSunday 9.30am - 12.30pm Sunday 12pm - 3pm (*Where did you see this opportunity advertised?*  *)* |
|   |

**Your details**

|  |
| --- |
| Name:  |
| Address:  |
|  | Postcode:  |
| Landline:  | Mobile:  |
| Email address:  |

|  |
| --- |
|  |

**Previous employment**

**(start with most recent, please include voluntary positions)**

|  |  |
| --- | --- |
| Job title:        | Organisation:       |
| Duration of employment:        |
| Roles/responsibilities:       |
| Reason for leaving:       |

|  |  |
| --- | --- |
| Job title:        | Organisation:       |
| Duration of employment:        |
| Roles/responsibilities:       |
| Reason for leaving:       |

|  |  |
| --- | --- |
| Job title:        | Organisation:       |
| Duration of employment:        |
| Roles/responsibilities:       |
| Reason for leaving:       |

|  |  |
| --- | --- |
| Job title:   | Organisation:  |
| Duration of employment:        |
| Roles/responsibilities:       |
| Reason for leaving:       |

**Person Specification**

*This role will involve providing a friendly welcome and representing Forestry England; speaking with a variety of customers in often busy environments, reading and understanding information to pass onto customers and working with numbers and sales involving card payments.*

*Please use the below boxes to explain how you fit the criteria for the volunteer role. Use as many examples as possible to show your suitability. The headings of the below boxes match the headings within the specification. Please use them accordingly.*

*(Allow text boxes to extend to fit in your text to tell us all you can about yourself)*

|  |
| --- |
| **Experience** |
|       |

|  |
| --- |
| **Working with other people** |
|       |

|  |
| --- |
| **Communication** |
|       |

**Other**

|  |
| --- |
| ￼**[ ]**  |
| Do you have the means to travel to Delamere Forest Centre? Yes [ ]  No [ ]  |
| Able you fit and able to negotiate rough terrain. Yes [ ]  No [ ] (However, Forestry England is willing to consider any proposal put forward by applicants that would allow them to do the job by other means.) |
| Initially this role will involve working outdoors for the full shift (excluding breaks). Are you able to spend long times on your feet outdoors? Yes No(When our new visitor facilities open we will have volunteer roles which are more indoors and have seating) |

**References**

Please provide references to support your application (either current/past employer or friend that has known you for at least 2 years)

|  |
| --- |
| 1) Name:      |
| Address:       |
| Contact number:  |
| Email address:       |
| 2) Name:       |
| Address:       |
| Contact number:  |
| Email address:       |

Please note these volunteer roles are **unpaid** and cannot offer expenses.

We provide extensive hands-on, relevant work experience within Forestry England and offer informal and formal training opportunities relevant to your voluntary role.

Closing Date – **29th February 2020 - 5pm**

Please return your forms to - delamere@forestryengland.uk