



Residential volunteering application form

Please use CAPITAL LETTERS and black ink

Title First names Surname

Any previous surnames Male Female

Contact address

House number/name Street name

Town County

Postcode Country Since (give date)

Is this your permanent address? Yes No Date of birth / /
dd mm year

Telephone and email

Tick preferred contact

Home Are you a citizen of: The UK The EU/EEA

Work Other (please state)

Mobile NB Due to visa restrictions, we can generally only accept volunteers from the EU/EEA.

Email You may be able to volunteer for us if you are a citizen from outside the EU/EEA, and have the correct visa. We may need to verify your eligibility at the time of application.

Occupation (If a student or newly-qualified graduate, enter course title, college/university and when you will complete/completed your course)

If you have lived at the address above for less than five years, please provide your full address history below. **Please include any student or temporary addresses for the past five years together with dates of stay.** Continue on a separate sheets if necessary.

From:	To:
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From:	To:
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As a volunteer you may receive the following publications (by post or e-mail) as part of your volunteering role:

National and Regional Involve, News and Views, E-News Reserve News, Bulletins and Round-ups, Volunteer Cards and Awards, Invitations to Events, Training and Team meetings, Information about Volunteering Opportunities and Volunteer Surveys.

We may also follow up with you for information about your volunteering experience.

If you are volunteering for a wider project, which involves the RSPB's partners (e.g. Colour in the Margins) you may receive communications from our partners in relation to the project. For more information please see the final section of this form.

Skills and experience

Do you wish to pursue a career in conservation? Yes No Is this a work placement? Yes No

What do you hope to gain from participating in the scheme?
(eg a working holiday, work experience, Gold Duke of Edinburgh Residential award)

	Previous experience	Wish to gain experience		Previous experience	Wish to gain experience
Habitat and species management	<input type="checkbox"/>	<input type="checkbox"/>	Estate management	<input type="checkbox"/>	<input type="checkbox"/>
Visitor and shop work	<input type="checkbox"/>	<input type="checkbox"/>	Species protection	<input type="checkbox"/>	<input type="checkbox"/>
Research/surveying	<input type="checkbox"/>	<input type="checkbox"/>	Livestock/farm work	<input type="checkbox"/>	<input type="checkbox"/>

I have the following experience of volunteering (for the RSPB or any other organisation):

I have the following skills I would like to offer the RSPB
(eg clean driving licence, chainsaw certificate – proof required when you attend):

Ornithological experience: Very good Good Fair Beginner None

Very good = experienced bird surveyor. **Good** = some survey experience; can identify most UK birds by song or call.
Fair = familiar with many UK birds; can identify some by song or call. **Beginner** = can identify garden birds.

Who should we contact if you are taken ill whilst volunteering?

Name Home telephone
Relationship to you Work telephone
Mobile

To help us ensure your safety, please tell us of any:

- activity you may find difficult for health or other reasons
- medication that you are taking that a first aider or doctor would need to be aware of
- other information we may need to ensure your safety, eg hearing or vision difficulties, ability to communicate or understand instruction.
- Please be assured any information given will be treated in strictest confidence
- Please continue on a separate sheet if necessary.

Criminal offences

The RSPB asks all applicants to let us know if you have any current convictions so we can consider whether they are relevant to your volunteering. We will treat this sensitive information in confidence and with respect. The RSPB is committed to equal opportunities and having a criminal record will not necessarily exclude you from volunteering.

Have you ever been convicted of a criminal offence (including cautions, reprimands, final warnings or fixed penalties)?

Yes No If yes, please give details of offences, penalties and dates (use a separate sheet of paper if necessary).

You do not need to disclose old convictions considered "spent" or forgotten under the Rehabilitation of Offenders Act 1974

Any information given will be held in confidence. If you have any concerns about filling in this declaration, please contact the Volunteering Development Department on 01767 680551 or email rvsbookings@rspb.org.uk

Booking request

How many weeks would you like to volunteer for? Applicants for long-term placements should include a copy of their CV.

Are you prepared to accept fewer weeks if accommodation is full? Yes/No? Min. no. of weeks

If this is a booking with other volunteers, please give their names (they will each need to complete an application form) and indicate if you would like to share a room.

When would you like to volunteer?

If these dates are not available, please also provide other dates you are available.

From (Saturday) To (Saturday)

Second choice From (Saturday) To (Saturday)

Third choice From (Saturday) To (Saturday)

Fourth choice From (Saturday) To (Saturday)

Where would you like to volunteer? See our brochure 'Do Something Different' for details.

First choice Second choice

Third choice Fourth choice

If these choices of reserve are not available would you be prepared to be placed at a reserve in a particular region?

Yes No Please indicate preferred region (eg Scotland, etc) Any reserve

Please state here how you will get to the reserve, and if you are bringing a vehicle, what kind it is (eg car, motorbike).

Referees

Taking up references helps us to ensure that the volunteering role is right for you. Please provide details of two referees, ensuring they have given their permission for you to do so. **Both must be aged over 18, not related to you or living at your address. Referee 1** will be asked to comment on your suitability to work with young people (if you are **under 18**, referee 1 should be a school or college tutor). We will only take up your references if we are able to offer you a placement.

	REFEREE 1	REFEREE 2
Title	<input type="text"/> First name <input type="text"/>	<input type="text"/> First name <input type="text"/>
Surname (family name)	<input type="text"/>	<input type="text"/>
Any previous surnames	<input type="text"/>	<input type="text"/>
Address	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Is this address	Home <input type="checkbox"/> Business <input type="checkbox"/>	Home <input type="checkbox"/> Business <input type="checkbox"/>
Email	<input type="text"/>	<input type="text"/>
Daytime telephone	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>

Donation

We're delighted that you've offered your time to the RSPB. Administering your application, despite our best efforts, does cost us a little money and we'd rather spend this on saving nature. If you'd like to make a donation (approximately £25), you can do so in a variety of ways. **Please note, we cannot guarantee you a placement.** Thank you.

You can donate by cheque (made payable to "**The RSPB**")

£25

Other

You can donate online at **rspb.org.uk/residonate**

I understand and agree that (please tick)

- If the information declared on this form is found to be incorrect, it may disqualify me from this role, or result in the termination of my volunteering.
- This agreement to volunteer for the RSPB is binding in honour only, and is not intended to be a contract of employment.
- I understand and agree to abide by the declaration on page 48 of the Residential Volunteering brochure.
- I consent to the RSPB processing the information I have provided.

Keeping your personal data safe – the legal bit!

By volunteering for the RSPB you agree to your personal data, (including sensitive personal data) being processed to the extent necessary for personnel, administrative, financial, regulatory, insurance, and other purposes related or ancillary to your volunteering and the RSPB's operating requirements.

Your personal data and sensitive personal data may also be transferred to and processed:

- (a) by companies owned by RSPB (including RSPB Sales Limited) (together with RSPB, "the RSPB Group");
- (b) by the RSPB Group's professional advisers;
- (c) by third parties who provide goods or services to (or receive goods or services from) the RSPB Group;
- (d) outside the European Economic Area, provided that RSPB Group shall take reasonable steps to ensure an adequate level of protection for all personal data and sensitive personal data; and

Your personal data and sensitive personal data may also be transferred to and processed by any partnership organisations that the RSPB works with, if you volunteer as part of a wider project (for example, Colour in the Margins or Back From the Brink). We will ensure that your data is held as securely as possible. You may also receive communications about this project from our partners.

For more information about how your data is processed and your data protection rights please see the **Volunteer Privacy Policy** which is available at www.rspb.org.uk/help/volunteering-privacy-policy/

The controller responsible for your personal data will be RSPB, though other companies in the RSPB Group and third parties (described in (b) to (d) above) may also process your personal data as controllers from time to time.

During the course of your volunteering you may be provided with access to personal data relating to other individuals (including, but not limited to, RSPB staff, contractors, other volunteers and members). It is essential you ensure that you:

- (a) complete any and all data protection training required by RSPB;
- (b) take all reasonable steps to prevent any personal data and sensitive personal data you process or transfer in the course of your volunteering from being disclosed to or accessed by any unauthorised person;
- (c) comply with Data Protection Laws, RSPB's Data Protection Procedures and any other data protection guidance or policies notified to you by RSPB (in each case, as may be updated from time to time).

If you are 18 or over, please sign here.

Signature

Date

If you are under 18, a signature of a parent or guardian is required to indicate approval for your participation in all aspects of the scheme as outlined in the brochure and above, even if you will be 18 by the time your residential volunteering starts. This also gives permission for the RSPB to contact the young person named on this form as the applicant by telephone, email and text as appropriate in relation to their volunteering activity with us.

Signature

Date

Name

(please print)

Relationship
to volunteer

Thank you, your completed application form should be returned to the address on the right, together with an A4-sized stamped addressed envelope (please use two first class stamps). This means more money goes towards conservation. Thank you.

**The Volunteering Development
Department (Residential),
The RSPB, UK Headquarters,
The Lodge, Sandy,
Bedfordshire SG19 2DL
United Kingdom**

Further copies of this form can be obtained from: rspb.org.uk/residentialvolunteering