



Updated: December 2020

## 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

<b>NAME</b>			
<b>ADDRESS</b>			
<b>POSTCODE</b>			
<b>HOME TELEPHONE</b>		<b>MOBILE TELEPHONE</b>	
<b>EMAIL</b>			
<b>DATE OF BIRTH (only if you are under 18)</b>			

Please tick employment status as appropriate

<b>STUDENT</b>	<input type="checkbox"/>	<b>EMPLOYED</b>	<input type="checkbox"/>	<b>UNEMPLOYED</b>	<input type="checkbox"/>	<b>RETIRED</b>	<input type="checkbox"/>	<b>OTHER</b>	<input type="checkbox"/>
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### VOLUNTEER POSITION APPLIED FOR

<b>ROLE TITLE</b>	
<b>LOCATION</b>	
<b>START DATE</b> 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 Scottish Wildlife Trust 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

<b>Any day</b>		<b>Weekdays only</b>		<b>Weekends only</b>		<b>Full day</b>		<b>Part day</b>	
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## DISCLOSURE OF CRIMINAL CONVICTIONS

The existence of a criminal record is not necessarily a barrier to volunteering with us but if offered this role we will require you to complete a self-declaration form asking for details of any *unspent* convictions in accordance with the Rehabilitation of Officers Act 1974 (amended).

## 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.

<b>NAME</b>	
<b>OCCUPATION</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	
<b>EMAIL</b>	

<b>NAME</b>	
<b>OCCUPATION</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	
<b>EMAIL</b>	

## 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:

<b>Your safety</b>	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.
<b>To protect the Trust &amp; improve performance</b>	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.
<b>Communication</b>	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 Scottish Wildlife Trust 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	
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Please return this form to:

Katie Berry  
Project Administrator  
Saving Scotland's Red Squirrels  
Scottish Wildlife Trust  
Harbourside House  
110 Commercial Street  
Edinburgh  
EH6 6NF

or email to [squirrels@scottishwildlifetrust.org.uk](mailto:squirrels@scottishwildlifetrust.org.uk)

