



# Handa

## Monthly Volunteer Application Form 2025

Please send completed applications to the Handa Volunteer Coordinator:

[volunteerhanda@scottishwildlifetrust.org.uk](mailto:volunteerhanda@scottishwildlifetrust.org.uk)

Application No \_\_\_\_\_ *(for office use)*

**Section 1 PERSONAL DETAILS (BLOCK CAPITALS AND BLACK INK PLEASE) All applicants must be 18+**

TITLE					NAME				
ADDRESS									
HOME TELEPHONE					MOBILE TELEPHONE				
EMAIL									
PLEASE INDICATE IF YOU ARE OVER 18	YES						NO		
I own and will use my own transport: Yes <input type="checkbox"/> No <input type="checkbox"/>									

**Section 2 EMERGENCY CONTACT DETAILS (for notification in case of illness or accident)**

NAME			
RELATIONSHIP			
ADDRESS			
DAYTIME PHONE		EVENING PHONE	
EMAIL			

**Section 3 MEDICAL CONDITIONS / GENERAL HEALTH**

Do you have any medical conditions or health problems that would require reasonable adjustments to be made if you were to attend an interview?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If YES, we are happy to make reasonable adjustments to the interview. Please outline below, highlighting any adjustments you may request.

**Section 4      EDUCATION/QUALIFICATIONS RELEVANT TO THIS ROLE**

Subject	Level of Qualification

**Section 5 VOLUNTEER/EMPLOYMENT HISTORY**

Please provide details of all **relevant** positions held, including voluntary positions, starting with your current or most recent employer (continue on separate sheet if necessary).

Employer's name & address	Position, achievements, responsibilities, status e.g. full-time or voluntary

**Section 6      INFORMATION IN SUPPORT OF YOUR APPLICATION**

With specific reference to the role description, please supply further information detailing your experience, achievements and suitability for the role, and state what attracts you to this role.

Word count:

**Section 7      HANDA VOLUNTEERING EXPERIENCE**

Have you volunteered on Handa before?      *(Tick as applicable)*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you have had any other previous volunteering experience with the Scottish Wildlife Trust, please give brief details. If you have volunteered on Handa, please include the year(s).

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**Section 8      YOUR AVAILABILITY**

Please indicate what months you are applying for (you can choose as many as you wish).

April	<input type="checkbox"/>
May	<input type="checkbox"/>
June	<input type="checkbox"/>
July	<input type="checkbox"/>
August	<input type="checkbox"/>

Alternatively, if you are not available for complete calendar months, please state what dates you can volunteer for.

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**Section 9      REFERENCES**

Please provide the names and addresses of two persons willing to act as referees on your behalf. You should be aware that references may be sought as part of the selection process (i.e. before any offer of placement is made) therefore please include one referee whom you would wish us to contact at that stage.

Name	Address and Telephone No.	Capacity in which they have known you

## Section 10 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).

## Section 11 HEALTH & SAFETY

Please read through the associated brief Health and Safety for Volunteers. You will be given an induction including specific health and safety information relevant to your volunteering role when you arrive and when you start work. If you have any questions related to health and safety, let the Volunteering Co-ordinator or Ranger know.

## Section 12 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 (e.g. 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	<input type="checkbox"/>	No	<input type="checkbox"/>
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To ensure the safety and wellbeing of our volunteers, we keep the names of all volunteers on Handa on file indefinitely. No contact details are stored in this file. Volunteers who break the Code of Conduct for Volunteers are not able to volunteer again on Handa. We also keep a record of brief feedback from Rangers on file as this assists us with the selection of volunteers in future years.

We may also share your contact details with your co-volunteer(s) and/or Trust colleagues to enable the most efficient transport arrangements to be made.

Scottish Wildlife Trust may take photos of voluntary activities, including of volunteers themselves. These images may be used by the Trust to share news and to publicise the work of the Trust. Images may be used in press releases, printed publicity and published on Scottish Wildlife Trust's website and social media outlets. They will be stored securely. If you would prefer for you not to be photographed, please speak to a member of staff upon arrival. If you would like to see your images, or would like us to delete them, please contact Head Office at any time.

**Section 13      CONSENT FOR REFEREE CONTACT AND DECLARATION**

- I authorise Scottish Wildlife Trust to contact my named referees and understand that any information received will be treated in the strictest confidence
- I declare the information I have given on this form is true to the best of my knowledge
- I confirm that I have read, understood and will comply with the Essential Information for Monthly Volunteers, the Handa Volunteer Code of Conduct and the Health & Safety for Volunteers brief
- I confirm that I give consent for my personal information to be kept on record as detailed in Section 13 above.

<b>SIGNATURE</b>		<b>DATE</b>	
<b>NAME</b>			