



# Monkton Nature Reserve

Thanet Countryside Trust Registered Charity No: 285972

## VOLUNTEER APPLICATION FORM

Please complete and return this form to: [volunteering@monkton-reserve.org](mailto:volunteering@monkton-reserve.org)  
 OR Ask at Reception for an envelope and leave it marked for Volunteering

<b>Name</b>			
<b>Address</b>	<b>Phone Daytime:</b>		
	<b>Phone Evening:</b>		
	<b>Mobile:</b>		
<b>Postcode</b>			
<b>E-mail Address</b>			
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)			
Do you speak any languages apart from English (please list)?			
<b>Are you normally available in:</b>	<b>The daytime</b> <input type="checkbox"/>	<b>The evening</b> <input type="checkbox"/>	<b>The weekend</b> <input type="checkbox"/>
<b>Level of Commitment</b> 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 particular set days and times, please include this information below.			
<b>DRIVING</b>			
<b>Do you hold a current full driving licence?</b>	<b>YES</b>	<b>NO</b>	
<b>EMERGENCY / NEXT OF KIN</b> – Please provide details of who to contact should there be an emergency situation.			
<b>Name</b>	<b>Relationship to you</b>		
<b>Home Tel.</b>	<b>Work Tel.</b>		
<b>Mobile</b>			
<b>Address</b>			

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

**OUTSIDE**

- |  |   |
|--|---|
| <input type="checkbox"/> Maintenance and cleaning  | <input type="checkbox"/> Basic DIY                    |
| <input type="checkbox"/> Conservation – which may include using tools and some heavy work                              |   |
| <input type="checkbox"/> Data collection – which includes photography of flora & fauna and which might include surveys |   |
| <input type="checkbox"/> Entomology (study of insects)   | <input type="checkbox"/> Ornithology (study of birds) |
| <input type="checkbox"/> Geology   | <input type="checkbox"/> Gardening                    |
| <input type="checkbox"/> Help to guide small groups around the Reserve   |   |

**INSIDE**

- |   |   |
|---|---|
| <input type="checkbox"/> Be on Reception to welcome visitors and give a brief introduction to the Reserve         |   |
| <input type="checkbox"/> Assistance in the shop – serving, maintaining stock-count, looking for new items to sell |   |
| <input type="checkbox"/> Office Administration  | <input type="checkbox"/> Serving in the Café              |
| <input type="checkbox"/> Publicity and Marketing  | <input type="checkbox"/> Fundraising                      |
| <input type="checkbox"/> Set up and maintain exhibits   | <input type="checkbox"/> Catalogue items                  |
| <input type="checkbox"/> Maintenance and cleaning   | <input type="checkbox"/> Updating and maintaining website |

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

**What type of work have you done previously – either paid or voluntary?**

**What are your hobbies / interests?**

**Please add any further information which may be relevant.**

## **SPECIAL SUPPORT 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.

## **REFERENCES**

Please give details of **TWO** people from whom confidential references may be obtained. If you are employed or have recently left employment then the first referee should be your employer. If you have volunteered elsewhere or are still volunteering, then one referee should be your volunteer placement contact. Additional referees can be employers or friends **who have known you for at least TWO YEARS**, but must **NOT** be family members.

**Please tell us who to contact for your references.**

**Please note: we will not contact these people until after your interview.**

1) Name:

How do you know this person?

How long for?

Address

Postcode

Daytime telephone number:

Email -

2) Name:

How do you know this person?

How long for?

Address

Postcode

Daytime telephone number:

Email -

**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 fulfill 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](http://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: