**RECEPTION VOLUNTEER APPLICATION FORM**

**\*PHOTO I.D IS REQUIRED PRIOR TO VOLUNTEERING\***

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| --- |
| **TITLE** |
| **FULL NAME** |
| **ADDRESS (INC POSTCODE)** |
| **DATE OF BIRTH** |
| **MOBILE TELEPHONE NO** |
| **ALTERNATIVE TELEPHONE NO** |
| **EMAIL ADDRESS** |
| **CURRENT OCCUPATION** |
| **HOW DID YOU HEAR ABOUT US?** |

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| **RECEPTION SHIFT/S APPLIED FOR** |
| **DAY/S** |
| **TIMES** |

|  |
| --- |
| **ABOUT YOU** – please describe your previous experience that may be relevant to the role. This may include hobbies, work experience, knowledge and skills |

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| **EMERGENCY CONTACT NAME** |
| **EMERGENCY CONTACT TELEPHONE NUMBER** |
| Have you ever been convicted of a criminal offence? **YES/NO**  Please note that criminal convictions need not be disclosed, except for specific occupations, if they are spent within the meaning of the Rehabilitation of Offenders Act 1974. You may be asked to complete a Criminal Records Bureau Check due to the nature of the position you are applying for |
| **ALLERGIES** |
| Please advise of anything else you wish us to be aware of that might affect your health & safety whilst with us |

**PLEASE REVIEW THE STATEMENTS BELOW**

Your information may be held on a central database, local computer file, or as a paper record. At SDR we take your privacy seriously and will only use your personal information to help us provide and improve our services as a charity.

You do not have to provide us with your information although, if you do not, it will mean that you are unable to use our services. For example, we cannot register a volunteer without this information.

All data is safe and we will never pass it to a third party without your permission.

If you are happy for Stokenchurch Dog Rescue to hold this data in any of the formats listed above please tick or write yes in the box. Without this we cannot progress the volunteering application as we would be unable to contact you.

Occasionally SDR would like to keep you up to date with news and events. Please tick this box if you would like to receive such information

**Please email completed volunteer forms to** [**admin@stokenchurchdogrescue.org.uk**](mailto:admin@stokenchurchdogrescue.org.uk)

If at a later date you would prefer to not receive future messages from Stokenchurch Dog Rescue please email [admin@stokenchurchdogrescue.org.uk](mailto:admin@stokenchurchdogrescue.org.uk) or write directly to The Cente Manager at Stokenchurch Dog Rescue

By post

**Signed ……………………………………………………………………………………………………………**

**Date ………………………………………………………………………………………………………………**