**VOLUNTEER APPLICATION FORM**

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

**Personal Information**

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

**Position Applied for (tick all boxes that apply):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dog Walking 10.00-12.15** |  |  | **Table Top Sales** |  |
| **Kennel Work** |  |  | **Event Support** |  |
| **Home checking** |  |  | **Receptionist** |  |
| **Grounds and Maintenance** |  |  |  |  |

**Days & Times Available (please tick all boxes that apply):**

|  |  |  |
| --- | --- | --- |
| **DAY** | **MORNING** | **AFTERNOON** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

**Emergency Contact Details and Medical Information**

**About you:** Please describe your previous experience with animals or any experience that may be relevant to the role you are applying for. This may include interests, hobbies, skills, knowledge and qualities that you believe may be relevant to helping at Stokenchurch Dog Rescue CIO (please continue on a separate sheet if necessary).

**Home checkers:** If you are applying to be a home checker, please include town name & first part of postcode where possible (or time willing to travel)

|  |  |
| --- | --- |
| Emergency Contact Name: |  |
| Emergency Contact No.: |  |
| Have you ever been convicted of a criminal offence?  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 | YES / NO |
| Allergies: |  |
| Date of last tetanus injection: This **must** be up to date for kennel work – your surgery will be able to advise you |  |
| Please advise of anything else you wish us to be aware of that might affect your health & safety whilst with us |  |

DOG WALKING DISCLAIMER

(MUST BE COMPLETED BY ALL DOG WALKERS)

I, ………………………………………………………………………………………………………………………………

State as follows:

1. I have volunteered to walk dogs for Stokenchurch Dog Rescue.
2. I agree to adhere to all instructions given to me by the staff in relation to the dog, its’ temperament and its’ handling requirements, especially relating to children under 18.
3. I accept that, by not following the Dog Walker Safety Instructions that I have been issued, any problems encountered whilst a dog is in my care are entirely at my own risk.
4. I agree to wear the high viz jacket at all times and only give the dog the treats as given to me by the staff.
5. I agree to pick up all dog deposits and dispose of them appropriately.
6. I agree to carry a mobile phone with me on walks.

**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 permit dog walking 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.

**Completed volunteer forms must be emailed 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 Head of Administration at Stokenchurch Dog Rescue

By post

**Signed………………………………………………………………………… Date……………………………………………………………………………**

# DOG WALKER SAFETY INSTRUCTIONS

# (TO BE KEPT BY THE WALKER)

Firstly we will thank you, on behalf of the dogs, for the commitment of your time for dog walking.  We do hope you find that you enjoy the pleasure which the dogs derive from a break in kennel routine and that this is some reward for your generosity.

We must draw your attention to certain safety aspects of dog walking and our joint obligation to the dogs, to the general public and, of course, to yourselves.  The following points will help define the situation and maintain the reputation of the kennels.

* When you report to reception your name and phone number will be entered in our register which records the name of the dog walked, the time taken out and subsequently the time returned. Please note – dogs MUST be returned to kennels by 12.15pm.
* When you are allocated a dog, the staff will inform you of any behavioural problems (such as aggression to other dogs) or digestive problems.   Please respond appropriately to this information.
* The dog’s lead MUST NOT be removed under any circumstances.
* We appreciate that children will want to lead the dog.  However, we ask that an adult MUST be in charge of the dog at all times, whether on the roadside or in the countryside or onsite.  We are happy to provide an extra lead for a dog if you would like, please ask at reception.  If walking with children, you will have been given a dog that is suitable to be with children so please DO NOT allow your children to touch any other dog.
* Care should be exercised when passing other dogs and walkers.  Some of our dogs are known to be difficult with other dogs but any dog can unexpectedly react, and it is better to be safe than sorry.  Also be very careful when passing horses and other livestock. Do not allow other people/dogs to approach the dog you are walking.
* Do not walk with other dogs, unless you have been told that it is safe to do so (dogs that are kennelled together)
* If you are instructed not to handle/touch the dog, this advice must be adhered to.
* Never put your face into the face of any dog and do not ‘kiss’ the dog on the head/face.
* If you would like to take the dog to the enclosed meadows/paddock after a walk, please check with reception that it is okay to do so.
* A mobile phone must be carried with you on all dog walks. This is in case we need to contact you when you are off the premises (and vice versa).
* Should an accident occur to either the dog or the walker please report this to reception when you return. This need not involve injuries.
* To help us, we would value your comments and any input about the dog and its behaviour whilst out walking.  If you feel there is something we should know please ask at reception for a form.  It would be helpful if any areas needing work were identified e.g. reacted to another dog, does not like horses, as well as any possible injuries.  Unusual behaviour by the dog, e.g. constant loose bowel movements should also be reported and will enable us to treat a condition earlier than otherwise might have been the case.

If you have any queries on the points raised here, or indeed on anything associated with the kennels, please do not hesitate to let reception know.

Thank you for your help - it is much appreciated.

Tower Farm, Oxford Road, Stokenchurch, HP14 3TD Web: https://stokenchurchdogrescue.org.uk

Registered Charity Number **274589** Email: admin@stokenchurchdogrescue.org.uk

Tel: 01494 482695

Patrons: Colin Baker & Lydia, Countess Baldwin of Bewdley