



Volunteer application Form

Personal Details

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| Title | Mr/Mrs/Ms/Miss/Other |
| Name | |
| Address | |
| Postcode | |
| Tel. No (Day) | |
| Tel. No (Eve) | |
| Mobile No | |
| Email | |
| Any Restriction on Tel or Email Contact? | |

| | | | | | |
|---|-------|-------|-------|-------|-----------|
| Age Group Please indicate | 16-20 | 20-30 | 30-40 | 40-50 | 50 & over |
| Please note, for insurance purposes you must be <u>aged 16 or over</u> to volunteer for the Branch | | | | | |

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| If applying for a specific volunteering area, please state which role and location, if known- |
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| Volunteer Interest – please indicate below those areas of volunteering which you are interested in |
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Animal Re-Homing Centre at Martlesham –

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| Dog walking | <input type="checkbox"/> |
| Practical animal Care i.e. cleaning/grooming/feeding/helping to socialise animals | <input type="checkbox"/> |
| Helping with reception / or with admin | <input type="checkbox"/> |
| Gardening/maintenance of grounds/buildings | <input type="checkbox"/> |
| <u>Home Visiting</u> | <input type="checkbox"/> |
| Visiting potential adopters to ensure their suitability for an RSPCA animal (aged 21 years and over) | <input type="checkbox"/> |

Clinic at Ipswich

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|-------------------------------------|--------------------------|
| Helping with admin and on reception | <input type="checkbox"/> |
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Charity Shops in Ipswich and Felixstowe

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|------------------------------|--------------------------|
| Serving customers | <input type="checkbox"/> |
| Helping to process donations | <input type="checkbox"/> |
| Helping generally in shop | <input type="checkbox"/> |

Fundraising

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| Helping at our fundraising events – running a stall or helping to set up the stalls and gazebos, etc. | <input type="checkbox"/> |
| Helping to promote our events | <input type="checkbox"/> |
| Taking our RSPCA fundraising stall to events | <input type="checkbox"/> |

Joining our fundraising team and coming up with new ideas and initiatives to fundraise or co-ordinating a particular area of fundraising.

Supermarket collections – simply standing outside a supermarket for 2 hours with a tin – why not along your dog if you would like to!

Organising your own Fundraising Event – Sponsored Walk, Bike Ride, Parachute Jump ...the list is endless

Committee Work – joining the Branch Committee and working alongside the other Committee Members to run the Branch

Fostering Animals – opportunities to foster do arise but we would like all volunteers who wish to foster to come and meet the team and undertake some volunteering at the centre.

General Driver to help where needed in the Branch

Such as taking animals to the vets, or picking up shop donations, etc.

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Availability – at what times are you are available for volunteering? Please indicate below

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|----------|------------|------------|----------|
| Flexible | Daytime am | Daytime pm | Weekends |
|----------|------------|------------|----------|

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| How often would you be able to offer the above availability? |
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| Present or Last Employment and/or Volunteering experience/courses attended or courses to be attended:- |
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| Details of skills, hobbies and interests |
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| In line with the Equality Act of October 2010, you are not required to answer this question if you do wish to:- Are you aware of any medication condition(s) that may affect your ability to undertake the volunteering activities that you have indicated on this form? Or do you have any special needs that we need to be aware of to support you? |
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Are you up to date with your Tetanus Booster? Yes/No. It is **essential** that your Tetanus cover is up to date if you will be helping at the Animal Centre or Clinic.

If you have indicated "No", is there any reason why you cannot be covered?

Referees

Please provide **full postal (please send two stamps per reference) or e-mail address details** of two people, not related to you, over 18, who we may approach for a reference. We do this for **every** volunteer.

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|--------------------------------|--|
| 1. Name | |
| Address | |
| Postcode | |
| Email | |
| Tel. No | |
| Relationship of referee to you | |

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|--------------------------------|--|
| 2. Name | |
| Address | |
| Postcode | |
| Email | |
| Tel. No | |
| Relationship of referee to you | |

We look forward to receiving your completed application form, and will ensure that any information you have provided about yourself will be treated as strictly confidential. Your details will be kept on a volunteer database and we may use the data to keep you up to date with other RSPCA local and national news, information and events. Should you prefer not to receive this information please tick this box? []

To comply with data protection legislation, we will destroy all personal records held if we have had no contact from a volunteer within a 6 month period.

| | |
|-----------|------|
| Signature | Date |
| | 201 |

Please return this completed form as follows:-

For all Animal Centre volunteering including fostering – to Miss Rebecca Fox, RSPCA Animal Centre, Mill Lane, Martlesham, Suffolk, IP12 4PD or email martlesham.rspca@btconnect.com

For all Home Visiting, Fundraising and Branch Committee volunteering – to Mrs Kate Grimwood, Farthings, Burnt House Lane, Battisford, Stowmarket, IP14 2ND or kategrimwood.rspca@btinternet.com

For all Clinic volunteering – To the Clinic Manager, RSPCA Clinic, 35A St. Georges Street, Ipswich, IP1 3NF or email Kate as above.

For Charity Shop volunteering please select your shop of choice to apply to:-

For our Felixstowe Charity Shop – Mrs Cathie Livesey, RSPCA Charity Shop, 144a Hamilton Road, Felixstowe, IP11 7DS or email rspcashopfelixstowe@gmail.com.

For our Tacket Street, Ipswich Charity Shop – Mrs Sue Smith, 1-3 Tacket Street, Ipswich, IP4 1AU or rspcashopipswich@gmail.com

For our Reynolds Road, Ipswich Charity Shops – Mrs Debbie Wright, 15 Reynolds, Ipswich, IP3 0JL or email debbierspcaipswich2@yahoo.co.uk

FOR RSPCA Branch USE ONLY

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| Date of Meeting/ Date of Induction (Induction only applicable if volunteering at Centre or Clinic) | |
| Name of Staff Member doing Meeting/Induction | |
| Date References Applied for | |
| Date References Received | |