**Volunteer Application Form**

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| **YOUR DETAILS** | | | | | | | | | |
| Title |  | | Forename(s) | |  | | Surname | |  |
| Previous names (if applicable) | |  | | | | | | | |
| Full address | |  | | | | | | | |
| Email address | |  | | | | | | | |
| National insurance number | |  | | | | | | | |
| Mobile no. | |  | | | | Landline no. | |  | |
| Emergency contact name | | | |  | | | | | |
| Emergency contact no. | | | |  | | | | | |

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| **YOUR APPLICATION** | | | | | | | | | | | | | | | | |
| Area of interest / position (if specified) | | | | | | |  | | | | | | | | | |
| Your availability (please highlight / circle as appropriate) | | | | | | | | | | | | | | | | |
| Mon | | Tues | | Weds | | | | Thurs | | Fri | | Sat | | Sun | | Variety |
| AM | PM | AM | PM | AM | PM | | | AM | PM | AM | PM | AM | PM | AM | PM |
| Approximate start date & indication of how long you are available for | | | | | |  | | | | | | | | | | |

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| Please explain why you would like to volunteer for HorseWorld |
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| Details of your relevant education, experience, skills & interests |
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| **YOUR EMPLOYMENT & WORK EXPERIENCE**  Please list all employment / experience (paid or unpaid) and explain any gaps between jobs. List in date order, with the most recent first. | | | |
| Current (or most recent) role: | | | |
| Company |  | Address | |
| Job title |  |  | |
| Start date |  | End date (if applicable) |  |
| Reason for leaving |  | | |
| Duties & responsibilities |  | | |

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| --- | --- |
| Company |  |
| Address |  |
| Job title |  |
| Start date (MM/YYYY) |  |
| End date (MM/YYYY) |  |
| Reason for leaving |  |
| Summary of responsibilities |  |

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| How/where did you hear about volunteering at HorseWorld |  |

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| **Do you consider yourself to have a disability or health condition?** | | |
| Yes | No | Prefer not to say |
| What is the effect or impact of your disability or health condition on your ability carry out daily activities? Are there any reasonable adjustments you may need or any additional support? | | |
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| **REFERENCES** |

Please provide details of referees for the last 5 years. They must not be related to you.

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| **Reference type**  (e.g., employer / volunteer / personal / educational etc. circle as appropriate.) | |  |
| **Name** |  | **Address** |
| **Email** |  |  |
| **Contact number(s)** |  |

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| **Reference type**  (e.g., employer / volunteer / personal / educational etc. circle as appropriate.) | |  |
| **Name** |  | **Address** |
| **Email** |  |  |
| **Contact number(s)** |  |

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| **ADDITIONAL INFORMATION** |

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| HorseWorld will need to check whether you have a criminal record. Engagement with you as a volunteer will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check). The level of check required will be detailed in the role profile. The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions and cautions to employers after a defined rehabilitation period has elapsed. During the rehabilitation period convictions and cautions must always be declared. | |
| Do you have any unspent convictions? | Yes No |
| Please circle “Yes” if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, circle “No”. If you’re not sure if your convictions are unspent or spent, you can use a tool available at [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk) and read guidance at <https://hub.unlock.org.uk/information/rehabilitation-of-offenders-act-1974/>  Providing false information is an offence and could result in your application being rejected, and possible referral to the Police. | |

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| **DATA PROTECTION STATEMENT** |

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| In order to process your application for volunteering activity with HorseWorld, it will be necessary for HorseWorld to process personal information relating to you. A full explanation of how we use your personal information and your rights in relation to your personal information are set out in HorseWorld's Privacy Notice for volunteers, internships and work experience and you should ensure that you read this and familiarise yourself with its content. [Volunteer Privacy Policy | HorseWorld](https://www.horseworld.org.uk/support-us/volunteer-privacy-policy/)  The Privacy Notice for volunteers, internships and work experience explains how and why your personal information will be processed and sets out information about your rights. It can be accessed at any time from HR and is also held on the Volunteering section of the website. |

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| **YOUR DECLARATION** |

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| I agree for HorseWorld to process my application, including any sensitive personal data, in accordance with the General Data Protection Regulations.  I confirm that the above information is complete and correct. I understand that any offer of volunteering with HorseWorld is subject to satisfactory references.  I agree that should I be successful in this application, I will, if required, complete a basic or enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, that any offer of volunteering role may be withdrawn. | | | |
| By signing below, I confirm that I have read and understood the above statements. | | | |
| Full name: |  | | |
| Signature: |  | Date: |  |

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| **Once complete, please return this form to:** | Leah Dunn Adams  HorseWorld, Delmar Hall, Keynes Farm, Staunton Lane, Whitchurch, Bristol, BS14 0QL  [Leah.dunnadams@horseworld.org.uk](mailto:Leah.dunnadams@horseworld.org.uk) |