



# Cornish Seal Sanctuary

Cornish Seal Sanctuary, Gweek, near Helston, Cornwall TR12 6UG  
Tel: 01326 221361 Fax: 01326 221210

## WORK PLACEMENT APPLICATION

Thank you for your application for a volunteer work placement at the Cornish Seal Sanctuary. Please ensure that you read and understand all of the following further information regarding placement bookings to ensure that you are able to meet all of the criteria and provide the required documentation before requesting your placement.

Complete the details below clearly and in **BLOCK CAPITALS**, and send by email to:

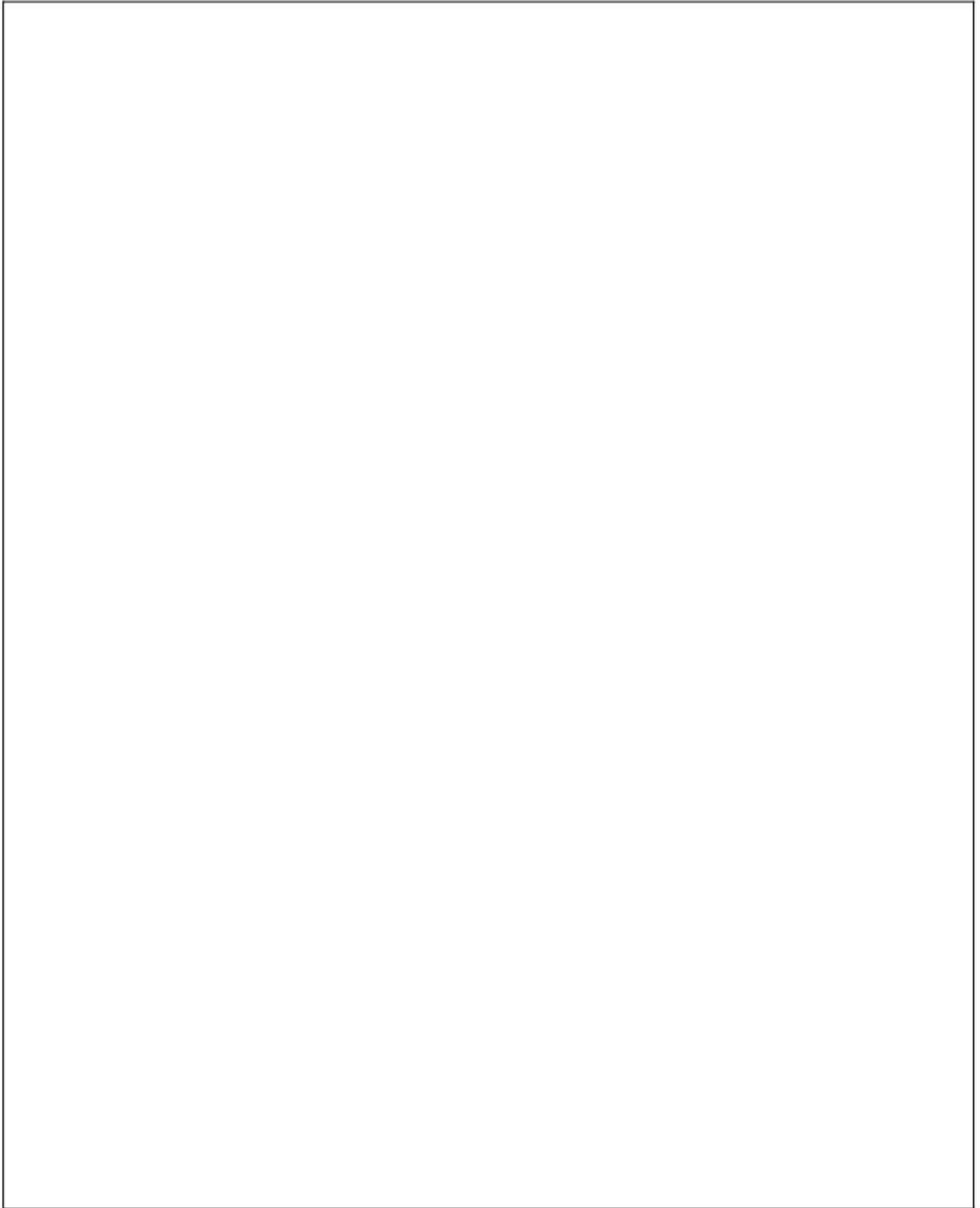
[G.Workexperience@sealifetrust.com](mailto:G.Workexperience@sealifetrust.com)

**Work Placement Coordinator, Cornish Seal Sanctuary, Gweek, Cornwall, TR12 6UG.**  
**Your £15 security deposit must only be sent once your placement dates have been confirmed!**

### PERSONAL DETAILS

NAME	EMAIL ADDRESS
HOME ADDRESS	TELEPHONE NUMBERS HOME:  MOBILE:
DATE OF BIRTH	COLLEGE/UNIVERSITY NAME
AGE	COLLEGE/UNIVERSITY COURSE NAME
EMPLOYER ADDRESS & TEL NO.	COLLEGE/UNIVERSITY ADDRESS & TEL NO.
OTHER QUALIFICATIONS	PLACEMENT DATES REQUESTED (Please note it is helpful to provide multiple options if your first choice is unavailable)

PLEASE USE THE SPACE BELOW TO INCLUDE ANY FURTHER INFORMATION SUCH AS RELEVANT WORK EXPERIENCE. IF YOU HAVE A C.V. THEN IT WOULD BE USEFUL IF IT WERE INCLUDED.

A large, empty rectangular box with a thin black border, occupying most of the page below the instruction text. It is intended for the applicant to provide further information or a C.V.

# MEDICAL FORM

Volunteers must provide us with the following information before their placement commences.  
This form is confidential and the details will not be disclosed without consent.

**In the event of an incident it may be necessary for us to contact your doctor.**

Doctor's name:  
Surgery Address:  
Surgery contact number:

- Do you have an up to date Tetanus? YES NO

All volunteers MUST have an up to date Tetanus check before their placement commences.

- Do, or will you have an up do date Influenza Vaccination? YES NO  
(within the last 12 months until the end of your placement dates)

All volunteers MUST have an up to date Influenza Vaccination to work with rescued seals pups, although working with rescued pups during your placement can not be guaranteed

If the answer to any of the below questions is 'Yes', please use the space provided to give details.

- Do you have any allergies? YES/NO

- Do you have any serious medical condition? YES NO

- Are you in any way restricted from physical work? YES NO

- Are you currently receiving any medication? YES NO

**Name of a person we can contact in the event of an Emergency and their relation to you:**

Name & Relation:  
Address:  
Contact numbers:

I declare that to the best of my knowledge the above information is correct and give consent for this to be used in the event of an incident.

Name (in capitals)..... Signed.....

Date.....

If under the age of 18 at time of application, a parent/guardian must also sign

Name (in capitals)..... Signed.....

## **SECURITY DEPOSIT**

Once you have agreed placement dates with the Work Placement Coordinator, a £15 security deposit must be sent to confirm your booking, which is refundable upon attendance. Failure to provide the deposit one month before your placement commences will result in it being cancelled. Failure to attend will forfeit your deposit at the discretion of the Work Placement Coordinator and/or Senior Management.

## **ACCOMODATION**

It is your own responsibility to arrange accommodation for the duration of your work placement - please see the attached recommendations sheet provided.

## **TRANSPORT**

The Sanctuary is located at Gweek, a small village on the Helford estuary near the town of Helston. Public transport in these parts is fairly limited, but there is a bus service from Helston to Gweek. The nearest train stations are Truro, Camborne and Redruth. We recommend that you bring a car or bike if you have one as Gweek is very isolated, but the village does have a convenience store and a pub that serves food.

## **CLOTHING**

Clothing should be warm and comfortable, including wellington boots, waterproof trousers/overalls and a coat. We recommend that the clothing you wear be old or something that you are not concerned about getting dirty due to the nature of our work! We also request that your clothing is dark coloured – preferably black, green, brown or blue if possible, with no large logos, pictures or insignias. Additionally, especially in the summer, the Sanctuary has a lot of visitors every day so all persons working at the Sanctuary must be reasonably presentable at all times.

## **FOOD AND DRINK**

Volunteers are welcome to bring packed lunches. Lunch is from 13:00 to 14:00 in the Hospital office. The Sanctuary's café also serves a selection of snacks, some of which are available at a staff discount. The Hospital has a small staff kitchen area with a kettle, microwave, fridge and washing up facilities. Volunteers are welcome to use these facilities if needed as long as they are kept clean and tidy.

## **ON YOUR FIRST DAY**

The working day at the Sanctuary starts at 08:00, but **on your first day please arrive for an induction in the seal hospital for at 9.30am**. The Hospital can be found by parking in the visitor car park, walking through the metal driveway gate adjacent to the Reception building and following the road uphill. The Hospital is on the left at the top of the hill; about 3 minutes walk from Reception. The day ends at 17:00, but start and finish times may vary depending upon workload. Volunteers are normally allocated two days off per week, and these are arranged on your first day with us.

**Finally, if it is felt that a volunteer is not working within the Animal Care Team's guidelines and instructions and is presenting a danger to themselves, others and/or the animals. The Work Placement Coordinator and/or Senior Management reserve the right to terminate the placement at any time.**

**SHOULD YOU HAVE ANY FURTHER ENQUIRIES, PLEASE DO NOT HESITATE TO CONTACT THE WORK PLACEMENT COORDINATOR**

## Accommodation Recommendations

### **Merther Uny Farm, Helston**

<http://www.accommodationincornwall.com/index.php/west-cornwall/helston/merther-uny-farm/>

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- Self-catering (fully-equipped kitchen – electric cooker, microwave, fridge/freezer & toaster. Parking, Pets, WIFI, washing machine & dryer, T.V. with DVD, CD Player and clock radio
- On-suite shower and toilet facility with a wash hand basin.
- Price includes storage heaters, hot water, linen, towels, other electric is by electric meter and there is an area for visitors to BBQ if required.
- 10 min drive, 25-30min cycle.

### **Old Mill Cottage, Gweek**

Patrick Spink ☎ 07917 787696 [patrickspink@hotmail.co.uk](mailto:patrickspink@hotmail.co.uk)

[http://www.abovebeachcottages.co.uk/old\\_mill\\_cottage.html](http://www.abovebeachcottages.co.uk/old_mill_cottage.html)

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- Pets Welcome (2 max)
- WiFi, Shower room with WC and basin, TV/DVD combi with Freeview, Electric Cooker/Fridge with ice box/Washer and Dryer, Linen and Towels Included
- Off road parking for two cars

### **Polglase Farm**

Mrs Tomkins – 01326 340273

- 2 miles from the sanctuary (10 min drive) – must have own transport
- very reasonably priced
- limited cooking facilities

Other Cheap House/Room share options can be found on;

[https://www.airbnb.co.uk/s/Gweek?guests=&checkin=&checkout=&ss\\_id=86co0tcq&source=bb&s\\_tag=tesngbk5](https://www.airbnb.co.uk/s/Gweek?guests=&checkin=&checkout=&ss_id=86co0tcq&source=bb&s_tag=tesngbk5)

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## **Proof of right to work in the UK**

All volunteers at the Cornish Seal Sanctuary must comply with the Immigration, Asylum and Nationality Act 1996 by providing the appropriate documentation listed below either in advance or on the first day of the work placement.

**It is the responsibility of the volunteer to ensure that the documentation is correct and in date.**

**Failure to provide the required documentation will result in the work placement being terminated or postponed until the documentation is provided, as it is a legal requirement that this paperwork is recorded by the centre.**

ONE piece of documentation from List 1 can be provided.

**List 1** (these documents generally establish an ongoing entitlement to work in the UK).

- A passport showing that you are a British Citizen or that you have the right to abode in the United Kingdom.
- A document showing that you are a national of a European Economic Area Country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area Country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area Country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work we are offering if you do not have a work permit.
- An application Registration Card issued to an asylum seeker stating that you are permitted to take employment. This must be the actual card, NOT an acknowledgement letter or IS96W Immigration service letter, which may state you can work in the UK.

If this is not possible, then TWO pieces of documentation from List 2 must be provided from the two combinations given.

### **List 2**

Combination 1

- A document giving your permanent National Insurance number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency.

AND one of the following

- Your full birth certificate issued in the United Kingdom, which includes the names of your parents.
- Your full birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that you are a British Citizen.
- A letter issued by the Home Office to you which indicates that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.

- An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- A letter issued by the Home Office to you, which indicates that you can stay in the United Kingdom **and** allows you to do the type of work we are offering.
- An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom **and** allows you to do the type of work we are offering.

#### Combination 2

- A work permit or other approval to take work that has been issued by Work Permits UK.

#### AND one of the following

- A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment in question
- A letter issued to you by the Home Office confirming that you are able to stay in the United Kingdom and can take the work permit employment in question.

#### The following documents are **not** acceptable:

- A Home Office Standard Acknowledgement letter or Immigration Service Letter (IS96W), which states that an asylum seeker can work in the UK.
- A temporary National Insurance number beginning with TN, or ends in E to Z inclusive.
- A permanent National Insurance number in isolation.
- A driving licence issued by the DVLA.
- A bill issued by a financial organisation or a utility company.
- A passport describing the holder as a British Dependant Territories Citizen.
- An abbreviated birth certificate issued in the UK, which does not have details of at least one parent.
- A licence issued by the Security Industry Authority.
- A document checked by the Criminal Records Bureau.
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.