

Cornish Seal Sanctuary, Gweek, near Helston, Cornwall TR12 6UG

Tel: 01326 221361

**OPERATIONS VOLUNTEER APPLICATION**

Thank you for your application to be part of the volunteer team at the Cornish Seal Sanctuary. Please ensure that you read and understand all the following information to ensure that you are able to meet all of the criteria and provide the required documentation.

Complete the details below clearly and send by email to:

[education@sealifetrust.com](mailto:education@sealifetrust.com)

**Education Supervisor, Cornish Seal Sanctuary, Gweek, Cornwall, TR12 6UG**

This form can be filled out using the microsoft word desktop app by clicking the check-boxes

# PERSONAL DETAILS

NAME:

DATE OF BIRTH:

HOME ADDRESS:

EMAIL ADDRESS:

CONTACT NUMBER:

VOLUNTEER DAYS (Please note how many days and what days you would like to volunteer):

EMPLOYMENT HISTORY:

QUALIFICATIONS:

#### 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.

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

1. Do you have any allergies? YES  NO
2. Do you have any serious medical conditions? YES  NO
3. Are you in any way restricted from physical work? YES  NO
4. Are you currently receiving any medication? YES  NO

**EMERGENCY CONTACT & RELATION TO YOU:**

NAME & RELATION:

ADDRESS:

CONTACT NUMBER:

**DECLARATION**

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.

Signed:

Date:

Name (in capitals):

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

Signed:

Date:

Parent/Guardian name (in capitals):

**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, comfortable and practical. 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, 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. The Sanctuary’s café also serves a selection of snacks, some of which are available at a staff discount. There is a staff shed with small kitchen and basic facilities; 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 09:00. Please park in the carpark provided at the Sanctuary. Please check-in at Reception and they can show you down or radio the team to meet you at the appropriate location. The day ends at 17:00, but start and finish times may vary depending upon workload and flexibility.

**Finally, if it is felt that a volunteer is not working within the guidelines and instructions, and is presenting a danger to themselves, others and/or the animals, 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 SANCTUARY

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

**DO NOT send right to work via e-mail, it will be scanned on your first day**

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.