



# Volunteer Application Form

Confidential

## FIFE COAST & COUNTRYSIDE TRUST

### 1 Personal Details

Surname:  Forename:

Full Postal Address (include street and town):

Postcode:  Telephone No:

Email address:

DOB  |

(applicants aged 16-17 will have a Young Persons Risk Assessment completed before beginning volunteering)

Why do you want to volunteer? (please give as much detail as possible)

Days of the week you would be available ; (please circle)

MON	TUE	WED	THUR	FRI	SAT	SUN
-----	-----	-----	------	-----	-----	-----

How often do you see yourself being able to volunteer : (please circle)

Weekly	Monthly	Less frequently	Special events only	Other :
--------	---------	-----------------	---------------------	---------

Which areas do you wish to volunteer in? Please tick

Townhill & West of Dunfermline	
Lochore Meadows Country Park	
The Pitcairn Centre, the Lomond Hills Regional Park	
St. Andrews and East Fife	
Aberdour/Burntisland/Kinghorn Beaches	
Elie Beaches	
St. Andrews East & West Sands Beaches	

**2 Background Information**

Next of Kin: *(To be contacted in the event of accident/emergency)*

Name	
Address	
Telephone no.	

Please provide information on your current employment and any qualifications you have:

Where did you hear about Fife Coast and Countryside Trust?

(internet, word of mouth ..)

Why have you chosen Fife Coast and Countryside Trust as the organisation you wish to volunteer for?

Please provide details of any previous voluntary work:

What skills and / or services do you wish to offer?

Do you have any criminal or pending charges?

YES	NO
-----	----

If "yes" please provide details (Convictions will not automatically disqualify you from volunteering)

If you have concerns about how to complete this section or any of the following sections in this form please contact the Volunteer coordinator)

**3 References**

If you may be working with children or vulnerable adults we are required to have a Disclosure done and also a reference taken. Can you please provide the names and addresses of someone who may be approached to supply a reference regarding your application. References should be from your employer, tutor, lecturer or any other professional person. **Please do not use a relation or a Ranger / Project worker you will work along side as referee.**

**Please check with your referee that they are aware they will be asked to provide a written reference.**

Name:	<input type="text"/>	<input type="text"/>
Contact Details:	<input type="text"/>	<input type="text"/>
Phone:	<input type="text"/>	<input type="text"/>
Designation:	<input type="text"/>	<input type="text"/>

**4 Photographs**

On occasions Fife Coast and Countryside Trust may use pictures taken at events to promote further events, to be placed on our website or to be included in publications. Please tick the box below to give your consent for photographs involving yourself to be used in this manner.

If you do not tick the box we will assume that you are agreeable to your picture being used.

I **agree** to my picture possibly being used in future publications.

I **do not agree** to my picture being used in future publications.

**5 Declaration**

**I declare to the best of my knowledge all information given in this form is correct and true.**

<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
-------------------	----------------------	--------------	----------------------

**I am parent / guardian of applicant and agree to them volunteering with Fife Coast and Countryside Trust.**

<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
-------------------	----------------------	--------------	----------------------

**Please return completed application form to:**

**Fife Coast & Countryside Trust  
The Harbourmaster's House  
Hot Pot Wynd  
Dysart  
Fife  
KY1 2TQ**

## Guidance on completing the application

### 1. *Personal Details*

*Name, address, contact number & e-mail address* – so that we can get in touch to keep you informed of up and coming or regular events in the volunteering calendar. Your e-mail address is particularly important as we strive to keep our carbon footprint low. We do not pass any details to any other organisations.

The General Data Protection Regulations, together with the Data Protection Act 2018, (known as the Data Protection Legislation) requires organisations which handle personal data to collect, process and hold personal and confidential information securely and responsibly.

Fife Coast and Countryside Trust (FCCT) take your privacy seriously and will only use your personal information internally for volunteering purposes and/or to provide you with information about volunteer and other environmental events. Information you share with the Trust will **not** be shared by a third party and will be held only for as long as is necessary and within Data Protection guidelines.

Fife Coast and Countryside Trust (FCCT) will never sell your data and we promise to keep your details safe and secure.

*Why do you want to volunteer?* – this will give us a general idea of your environmental interests in connection with our values at FCCT. Please feel free to use a separate sheet if required.

*Days of the week when you are available* – for our information should an event come up where we need to contact volunteers for their help.

*Volunteering area* – Please insert preferred area.

### 2. *General Background information*

*Next of Kin* - this is required to inform your next of kin in case of an accident or emergency during a volunteering activity.

Please supply as much information as possible on your current employment & qualifications, personal interests & hobbies, previous volunteer work and any skills you think relevant.

*Criminal convictions* - Just because you may have a conviction this need not prevent you from volunteering, just let us know and we can discuss it, confidentially. Please note that an Enhanced Disclosure may be carried out.

3. *Referees* – Two character references will be required.

4. *Photographs* – Please indicate if you wish your photograph to be used by the Trust.

5. *Declaration* – Sign to declare the information you have provided it true and correct.

### *Additional Information*

*Medical Data*:- this is to ensure we have any relevant medical information in case of an emergency or accident.

**Once you've completed these forms please return them to:- Volunteer Coordinator,  
Fife Coast & Countryside Trust, The Harbourmaster's House, Hot Pot Wynd, Dysart,  
KY1 2TQ**



## Additional Information

### 1. Medical Data

Name of Doctor: \_\_\_\_\_

Surgery: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of last Tetanus injection? \_\_\_\_\_

Special dietary requirements? \_\_\_\_\_

Any Allergies? \_\_\_\_\_

Are there any medical conditions / treatments that your Ranger / Project Officer should know about to keep you safe?\_e.g. diabetes, asthma, back problems

.....  
.....  
.....  
.....

### 2. Declaration

1. I acknowledge receipt of information about volunteering and understand the nature of the activities I am being asked to undertake and the terms of participation.
2. I have received information about the insurance cover that is in place for the work and understand the scope and limitations of it
3. I declare that, to the best of my knowledge, I am fit to participate in the activities involved and that the medical information given above is accurate. I undertake to notify FCCT if that information changes in any way.

Signature:

Date: