

Volunteer Application Form



We welcome anyone who is interested in becoming a green spaces volunteer.

It doesn't matter if you have no previous knowledge or experience of working in green spaces. We hope that by joining us you will have fun, meet new people, help undertake worthwhile improvements, and learn new skills along the way.

About you

Title: First name: Surname:

Address
(including
Post code):

Telephone home: Telephone mobile:

Email:

Why volunteer?

What appeals to you about becoming a green space volunteer with Stevenage Borough Council?

Skills, experience and knowledge

Do you have any particular skills, knowledge or experience that you think might be useful and that you would be willing to share?



Permit to work

Under the Asylum and Immigration Act 1996 most nationals of non-EU countries need a work permit to take up unpaid voluntary work in the UK.

Do you need a work permit? Yes No

Criminal records check

All volunteers may be subject to a Disclosure and Barring Service (DBS) check.

Data protection

Data Protection Act: I understand and agree that as part of volunteering with Stevenage Borough Council my details may be held in a confidential database that is only used for reasons relating to my volunteering.

Please tick box to confirm

Proof of identity

You will be required to provide one document as proof of your identity **and** one document as proof of your address, from the lists below. Please indicate which documents you will provide. An officer will contact you to arrange a mutually convenient time to meet with you and to view these documents.

One document, from the list below, as proof of identity:

- Current Passport – holders of a passport other than UK / EEA / EU will have a valid UK Visa
- UK / EEA / EU Photo Driving Licence
- EU / EEA National Identity Card
- Benefits or State pension notification letter
- Current UK non photo driving licence
- Blue disabled drivers pass
- UK Birth Certificate
- National Insurance Card
- Medical Card/Certificate **and**

One document, from the list below, as proof of address:

- Bank, Building Society or Credit Union statement
- Current UK non photo driving licence (if not used as proof of identity)
- Utility Bill/Utility Statement dated within the last 3 months
- Council tax bill for current year
- Benefits or pensions notification letter confirming the right to benefit (if not used as proof of identity)



Declaration of health

Stevenage Borough Council is committed to ensuring that all reasonable steps are taken to provide for the Health and Safety of our volunteers. Volunteers are also responsible for their health and safety.

- I understand that being a Green Space Volunteer may be physically demanding. I consider myself fit to undertake the tasks of a volunteer and I agree to inform Stevenage Borough Council if my health changes (please tick)
- I confirm that I will provide any information that would enable you to assist me in an emergency (please tick)
- I confirm that I have an up-to-date tetanus inoculation (please tick)

Emergency contact details

Please provide details of an emergency contact - someone we can contact quickly should be taken ill or be involved in an accident.

Please seek prior permission from the emergency contact for their details to be held by us, and shared with Lead Volunteers, in case of an emergency.

Title:

First name:

Surname:

Telephone home:

Telephone mobile:

Please turn over to complete this form



Data Protection

The EU GDPR is a new data protection law that came into force on 25 May 2018. This is a set of data protection rules which govern the way organisations handle individuals' personal information.

The information that you provide will be processed in accordance with the provisions of the Data Protection Act and relevant legislation.

The Council takes your privacy very seriously and will only use your information in relation to our Green Space Volunteer activity. All individuals (including officers and our Lead Volunteers) who regularly handle or come into contact with personal information, due to the nature of their involvement with the council, shall receive support and advice about the data protection requirements / responsibilities.

There are three statements which you need to consider. Please tick those statements for which you are providing consent:

(1) To keep you informed of all Green Space Volunteer activities we will retain your information on our database for as long as you volunteer with us.

If you consent to your information being kept on our database for this time please tick this box.

(2) For safety reasons we would like to make your details, and emergency contact details, available to our Lead Volunteers to support their running of Green Space Volunteer activities.

If you consent to your information being shared with our Lead Volunteers please tick this box.

(3) From time to time we may have opportunities to keep you informed about other volunteering opportunities we, or related partners (i.e. Herts & Middlesex Wildlife Trust), provide.

If you agree to us contacting you about other volunteering opportunities please tick this box.

We will not share your personal information with any third parties without your prior consent.

You can withdraw your consent at any time by email – environmental.services@stevenage.gov.uk

Our privacy policy is available on the Council's website at <http://www.stevenage.gov.uk/privacy-policy>

Signed:

Date:

Please return the completed form in the envelope marked Private and Confidential to:

**Environmental Policy & Development, Stevenage Direct Services,
Stevenage Borough Council, Cavendish Road, Stevenage, Herts, SG1 2ET**

