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**VOLUNTEER PERSONAL DETAILS**

**& GENERAL HEALTH FORM**

Registered Charity No: 501038

Please complete this form and return it to Naturally Social, Rainton Meadows, Chilton Moor, Houghton-le-Spring, Tyne & Wear, DH4 6PU. Or email abell@durhamwt.co.uk

**Tell us about yourself:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name:** |  | **Title:** |  | **Date of Birth:** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Home Address:** |  | **Contact Details:** |
|  | Home Tel: |  |
|  |  |
| Mobile: |  |
|  |  |
| Work: |  |
|  |  |
| E-mail: |  |

**Relevant Medical Information:**

Do you have any medical conditions / allergies that we should be aware of?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YES |  |  | NO |  | If YES, please state condition and any specific medication or treatment needed? |

|  |
| --- |
|  |

**Next of kin details (1)**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Relationship:** |
|  |  |  |
| **Home Address:** |  | **Contact Details:** |
|  | Home Tel: |  |
|  |  |
| Mobile: |  |
|  |  |
| Work: |  |

**Next of kin details (2)**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | **Relationship:** |
|  |  |  |
| **Home Address:** |  | **Contact Details:** |
|  | Home Tel: |  |
|  |  |
| Mobile: |  |
|  |  |
| Work: |  |

**Tell us about your interests and hobbies:**

|  |
| --- |
|  |

**Why would you like to volunteer with Naturally Social?**

|  |
| --- |
|  |
| Meeting people |  | Gain skills |  | Concern for wildlife |  |    |  |
|  |  |  |  |  |  |
|  Improve health and wellbeing |  | Be outside |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Social Media |  | Local Charity  |  |  |
|  |  |  |  |  |
| Volunteer Centre |  | Housing Association |  |  |
|  |  |  |  |  |
| NHS |  | Local press |  |  |
|  |  |  |  |  |
| Friend |  | Other (specify) |  |

**Where did you hear about the Naturally Social Project?**

**Access Requirements:**

|  |
| --- |
| *Please use this space to tell us if you have a disability or any additional access needs that we may need to take into account to make sure you have a great experience with Naturally Social.*  |

**Preferred Method of Contact:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| E-mail: | Yes |  | No |  |
|  |  |  |  |  |
| SMS Text: | Yes |  | No |  |
|  |  |  |  |  |
| Telephone: | Yes |  | No |  |
|  |  |  |  |  |
| Post: | Yes |  | No |  |

*You can change your preferences at any time, by contacting us on 0191 5843112 or* ***mail@durhamwt.org.uk****. We will protect your personal data, in accordance with our Privacy Policy.*

*Please confirm that you are happy to have your photograph taken whilst you are volunteering and that you allow us to use these for information and promotional purposes?*

**I consent to my photograph being taken and used for promotional purposes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YES |  |  | NO |  |  |

**Do you have any UNSPENT criminal convictions that we should be aware of?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YES |  |  | NO |  | If Yes Please state below: |

|  |
| --- |
|  |

**Declaration**

I agree to the above information being held by Durham Wildlife Trust. I understand that I will be asked to adhere to policies and procedures by the project supervisor and I agree that I will carry out only the tasks that I consider I am fit to do.

I am aware that I will be asked to give feedback relating to my wellbeing. This is your personal choice to do so or not, however we ask that you carefully consider this request as it will hugely help our future nature and wellbeing work and projects. Feedback is anonymous and cannot be traced to individuals, but will be included within a report to the project funders at the conclusion of the project.

I understand that any information given by me will be treated as confidential and only be used in relation to my participation in Naturally Social and will be held in accordance with the Data Protection Act 1998. Your details will be used for Durham Wildlife Trust’s purposes only and will not be sold or passed on to any other organisations.

*Please sign this form below confirming that you are happy for us to store this data on our database in order to contact you.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

*If you have completed this form electronically and intend to* *email* *it, then by typing your full name in the signature box you are confirming that you are happy for us to store this data on our database in order to contact you.*

**Equality and Diversity Monitoring**

Durham Wildlife Trust are committed to ensuring our work and volunteer program encourages people from all backgrounds to contribute to our work. This information is used to monitor the effectiveness of our advertising methods and the appeal of our projects and work. Where the volunteer role or participation is part of a funded project it will also be used as part of our evaluation and shared with our funders. This information will be stored electronically and held in strictest confidence.

|  |  |  |
| --- | --- | --- |
| Age Group:  | Ethnicity:  | Disability:Do you consider yourself to have a disability? |
| Under 16 | 16-24  | 25-34 | Asian (Bangladeshi, Indian, Pakistani etc.) | Asian(Chinese, Japanese etc.) |
| 35-50 | 51-65 | 65+ | Black (Caribbean, African, other) | White | [ ]  yes [ ]  no |
| Mixed | Other |
| Prefer not to say: [ ]  | Prefer not to say: [ ]  | Prefer not to say: [ ]  |

**Data Protection**

The data you provide is subject to the provisions of the Data Protection Act 1998. By completing this form and returning it to us, whether electronically or by hand, you are giving your permission for us to process the data for equal opportunities monitoring purposes. This information will be held confidentially and will only be used for the purposes of equal opportunities monitoring. All data will be treated as strictly confidential.