****

**Finlaystone Country Estate**

**VOLUNTEER ENQUIRY & REGISTRATION FORM**

**Keeping it confidential:** This form is for general enquiries from people registering an interest in volunteering at Finlaystone Country Estate and is designed to help us make sure that you get the most out of volunteering with us. The information you give on this form will be stored in accordance with the Data Protection Act 1988. Finlaystone Country Estate will not pass your particulars to any third party (unless legally required to do so) but may use them to provide you with details about Finlaystone Country Estate. Please indicate your preference here:

I **wish** / **do not wish** to receive further information about Finlaystone Country Estate

**Personal information**

Name……………………………………………….Date of birth…………..

Address…………………………………………………………………........

……………………………………………………………………………….

……………………………………………………………………………….

Post code………………………Telephone number………………………...

Email address………………………………………………………………..

Please indicate if you have any special needs, illness, medical conditions or allergies we should be aware of:

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

**Emergency contact details**

Name………………………………………………………………………...

Telephone number…………………………………………………..………

**Availability and areas of interest**

What is your likely availability for volunteering?...........................................

Which days are most suitable to you?.............................................................

Please circle if you have a preference for **WOODLANDS** or **GARDENS**

or any **OTHER ACTIVITY** (please specify)……………………………..

**Skills and experience**

How is most of your time taken up at present?...............................................

……………………………………………………………………………….

Past / present employment…………………………………………………...

Professional qualifications, specialist skills or other relevant training……...

……………………………………………………………………………….

Other skills, hobbies and volunteering experience…………………………..

……………………………………………………………………………….

**Administration**

If you accept a volunteering offer, we may decide to contact two people (not relatives) and obtain a character reference for you. Please note that we always take up references, including checks through Disclosure Scotland, if the role involves working with children or handling cash.

Name…………………………..…… Name…………………………………..

Address…………………………….. Address…………………………………

…………………………………..…. ………………………………………….

Tel. no………………………………. Tel. no……..……………………………

**Declaration:** I declare that all the aforementioned information given is correct to the best of my knowledge and give consent for the above referees to be contacted.

**Signed………………………………………………..Date………………………….**