



Volunteer Application Form

Please use block capitals throughout and complete all parts of the form, including postcodes and contact numbers for both yourself and referees. Return to the address below on completion.

RDA Group:	Bannockburn
Name:	The Sauchieburn Centre
Address:	Sauchie Estate Bannockburn Stirling, FK7 9PZ
Tel No:	01786 813338
Email:	info@bannockburnrda.org.uk
Website:	www.bannockburnrda.org.uk

**Confidential information for use by relevant
RDA Personnel only**

**You have the right of access to information
held about you and other rights under Data
Protection Act 1984**

PART A: YOUR DETAILS

Title Mr / Mrs / Miss / Ms / Other (please state)

Surname

First Name(s)

Any previous names by which you have been known

Date of Birth

Address

Postcode

Email *

Daytime Contact No

Evening Contact No

Mobile Contact No

* The RDA sends regular email updates about news and events. If you **do not** wish to be added to our mailing list, please tick this box.

Office use only

Form Returned

Ref 1 Applied:

Ref 2 Applied:

Ref 1 Received:

Ref 1 Received:

Interview Date:

Start Date:

1. Areas of Volunteering You Are Interested In (please tick)

- Riding Instruction (I am BHS / RDA qualified)
- Being a Horse Leader / Riding Helper
- Helping with Stable Duties (grooming horse, mucking out, cleaning tack)
- Helping with Maintenance Duties (repairs, cleaning, painting)
- Helping with Fundraising Activities (distributing collecting tins, assisting with membership, promotions)
- Helping with Special Events (planning, organising and helping to run the day)

2. Days and Times You Are Available To Volunteer (please circle)

- Mon AM / PM / Eve • Tues AM / PM / Eve • Wed AM / PM / Eve
- Thurs AM / PM / Eve • Fri AM / PM • Sat AM / PM • Sun AM / PM

Would you be occasionally be available at short notice on a day other than those stated about, if we needed help?

- YES / NO

3. Your Experience

Please briefly outline your skills and experience relating to the areas of volunteering you are interested in.

Experience of horse care, knowledge, stable management and riding:

Experience of helping and interacting with adults or children with / without physical or learning disabilities:

Other (e.g. First Aid Training, Teaching, Admin Skills, Fundraising, Maintenance Skills):

4. Fitness

We actively welcome volunteers from all walks of life. However there are some activities, including working with riders and horses that require a degree of physical fitness.

Please describe any limitations of your ability to participate in volunteering activities:

5. References

In order to proceed with your application we need the name and full address of two referees, preferably someone other than a family member.

Referee 1

Title Mr / Mrs / Miss / Ms / Other (please state)	<input type="text"/>		
Surname	<input type="text"/>	First Name(s)	<input type="text"/>
Any previous names by which you have been known	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Email	<input type="text"/>		
Daytime Contact No	<input type="text"/>		

Referee 2

Title Mr / Mrs / Miss / Ms / Other (please state)	<input type="text"/>		
Surname	<input type="text"/>	First Name(s)	<input type="text"/>
Any previous names by which you have been known	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Email	<input type="text"/>		
Daytime Contact No	<input type="text"/>		

PART C: CRIMINAL RECORDS INFORMATION

1.

Have you ever been convicted of a criminal offence or been the subject of a caution, a 'bound over order' or a 'civil action' including physical or sexual abuse or violence?

- YES / NO (please circle whichever is applicable)

If Yes, please give details:

2.

You are advised that under the provision of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendments) 1986, you should declare all convictions, including 'spent' convictions.

Have you even been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences or violence?

- YES / NO (please circle whichever is applicable)

If Yes, please give details:

You are required to self-certify that you are not known to ANY Social Services as being an actual or potential risk to children, and that you have not been disqualified or prohibited from working with or fostering children or had any rights or powers in respect to any child vested in or assumed by a local authority, or had a child ordered to be removed from your care.

As part of the checking procedures, you are advised that the RDA Group reserves the right to make reference to the Local Authority Social Services Department and Police Records to verify information given on this form, when it is submitted or at any time in the future. It is the RDA Group's policy to make PVG checks and to take up all references.

NB: It is the duty of all RDA Group personnel, instructors and volunteers to report any change or conviction involving children.

I consent to a criminal records check being made, confirm that the information provided on this form is correct, and accept that failure to disclose information or subsequent failure to conform to the Group's Child Protection Procedures may result in disciplinary action and possible suspension or dismissal. All Bannockburn RDA policies and procedures are available for inspection at the reception office or on the Bannockburn RDA website. **An admin fee of £5 will be charged for all PVG checks.**

* The Sauchieburn Centre uses material to promote its services in the form of photographs, videos, etc. Please tick this box if you **consent** to use using material such as these which may include you.

Signature

Date

Please return completed form to:

Bannockburn RDA Group, The Sauchieburn Centre, Bannockburn, Stirling, FK7 9HY
01786 813338, info@bannockburnrda.org.uk
Registered Charity No: SCO04549, Company Registration No: SC339433



A member of The Riding for the Disabled Association Carriage Driving (RDA)
Registered Company No: 5010395 Registered Charity No: 244108
Norfolk House, 1a Tournament Court, Edgehill Drive, Warwick CV34 6LG