

Trentham Leisure Limited

Volunteer Application Form

Please use block capitals throughout, and tick appropriate boxes.

Date enquired:

Personal Details

Name:		Preferred Title: Mr/Mrs/Miss/Ms
Telephone:	Mobile:	
Date of birth:		
Email:		
Address:		
		Postcode:

Emergency contacts

Please provide the details of two people so we can contact in the unlikely event of accident or illness while volunteering for Trentham.

Emergency contact 1

Name:	Relationship to you:
Telephone:	Mobile:

Emergency contact 2

Name:	Relationship to you:
Telephone:	Mobile:

Access requirements/health conditions

Please let us know if you have any particular mobility requirements or health conditions (e.g. medication or allergies etc) that we should be aware of:

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My work experience is:

My relevant training and qualifications are:

Are you associated with anyone that works for Trentham?

Yes No Prefer not to say

If yes, please specify:

I would like to volunteer in

Gardening Conservation/Estate Special skills to offer

Other, please specify:

My reasons for volunteering are

Work experience Improve career prospects Share skills
 Boost confidence Have fun Meet new people
 New challenges Learn something new

Other, please specify:

I am available to volunteer

Mondays Tuesdays Wednesdays Thursdays
 Fridays Saturdays Sundays

Other, please specify:

How often are you available to offer the above

Every day Once a week Once a fortnight Once a month
 School holidays Term time Flexible

Other, please specify:

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References

Please provide details of two referees who are over 18. One should be someone you know in a professional capacity, whilst the other can be a neighbour, friend or colleague.

Reference 1

Name:	Relationship to you:
Address:	
	Postcode:
Telephone:	
Email:	

Reference 2

Name:	Relationship to you:
Address:	
	Postcode:
Telephone:	
Email:	

Criminal record

Please let us know if you have any unspent criminal convictions and, if so, please provide details of the conviction:

Personal information

We (Trentham Leisure Ltd) ask for personal information from job applicants to assist with our recruitment processes. Trentham Leisure Ltd is a group company of St. Modwen Properties plc. Any information about you which is obtained by us during the application process (including any information obtained directly from you or from third parties) may be retained and used by us for the purposes of considering your suitability for employment, to take up your references, conduct appropriate checks and as otherwise reasonably required for the purposes of our business or applicable law.

We may disclose information we receive from you to our group companies and to departments other than the one to which you may have originally applied to work if we think it is appropriate to do so for the above purposes.

If your application is successful, and you subsequently become employed by us, the information will become part of your personnel file.

If we do not employ you, we may still retain for a reasonable period and use the information we hold relating to you to be able to consider your application again at a later date should a suitable position become available. If you would rather we do not do so, please let us know.

In accordance with applicable law, you are entitled to ask for a copy of the personal information that we hold about you and to ask us to correct any inaccuracies. Please contact HR or our Group Data Protection Officer if you would like to make such a request or if you have any questions at the details below:

Park Point
17 High Street
Longbridge
Birmingham
B31 2UQ
Email: protectinginformation@stmodwen.co.uk

We will process your personal information to meet our legitimate interests and/or to perform our contractual obligations. Where we need to process special or sensitive categories of personal information, we will ask for your consent before the processing begins.

We have adopted organisational and technical measures to safeguard your personal information and ensure it is accessed by team members only on a need-to-know basis.

Your personal information will be processed in the United Kingdom only.

Where permitted by Data Protection laws, in addition to the above, you have the right to:

- Access in permanent form the personal information held about you;
- Withdraw your consent at any time where your personal information is processed with your consent;
- Update and correct your personal information so that it is accurate;
- Delete your personal information from our records if it is no longer needed for the purposes indicated above;
- Restrict the processing of your personal information in certain circumstances, e.g. where you have contested the accuracy of your personal information, for the period enabling us to verify its accuracy;
- Data portability, which enables the transfer of personal information between organisations;
- Be free from profiling and automated decision making, meaning you shall not be subject to decisions based solely on automated processing which results in legal effects or otherwise significantly affects you; and
- File a complaint with us and/or the UK Information Commissioner's Office (ICO).

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Sensitive personal information

We may also ask you to supply us with sensitive personal information relating to your:

- Criminal background;
- Driving offences;
- Health condition, including medication used and allergies.

Any Sensitive Personal Information will be only retained for as long as it is necessary and will only be used for the following purposes:

- Equality of opportunity monitoring;
- To assess your suitability for a particular position (e.g. where the role requires you to drive our vehicles);
- To consider whether any adjustments may need to be made to accommodate an applicant with a disability.

We may need to disclose your sensitive personal information to third parties, including our group companies, insurer and medical advisors for these same purposes. When we engage these third parties, we use our best endeavours to make sure that they comply with applicable data protection laws, which may include specific clauses in contracts that legally oblige third parties to protect your personal information to required standards.

Please note, the provision of such sensitive personal information by you is entirely voluntary; and in order for us to process your sensitive personal information, we require your consent.

Sensitive personal information consent

I consent to the processing of personal sensitive information as described above.

Name:

Date:

Signature:

Tick box for electronic consent

Thank you for completing this form.

Please return this form to: Trentham Management Suite, Stone Road, Trentham, Staffordshire ST4 8AX