



OFFICE USE ONLY

## Work Experience Details Form

### Personal Details

Title:	Forename:	Surname:
Address:		Post code:
Telephone Number:		Student's Mobile Number:
Date of Birth:	<i>[Must be over 16]</i>	Email Address:

### Education

Current School, College or University:	
Dates:	
Course Supervisor Name:	Telephone number:
Course Supervisor Email:	
Course and subjects being studied:	

We require that work experience be for a **minimum of a block of 3 weeks** commitment to our charity. What dates would you be willing to offer to Tiggywinkles:

**Available From:** \_\_\_\_\_ **Available To:** \_\_\_\_\_ (please include weekends in your dates)

**Number of Weeks Wanted:** \_\_\_\_\_

All students are required to work one day each weekend:     Saturdays     Sundays     Either

What are your objectives:

### Employment / Work Experience Details

Current / Last Employer:
Company:
Dates:
Job Title:
Duties:

## Relevant Medical Details

Tetanus is a serious bacterial infection that can be spread by animal bites. Given that working with us means working in close proximity to wild animals, an up to date tetanus vaccination is a mandatory requirement for all volunteers. If you are invited to join the team, it will require hands-on training, so you must ensure that your tetanus vaccination (which lasts for 10 years) is up to date. Please confirm with your GP that this is the case. This is your responsibility to do so.

Date of Last Vaccination: \_\_\_\_\_

The Health and Wellbeing of our volunteers is of paramount importance to us at Tiggywinkles. Please note the following restrictions and cautions regarding working with us:

Training at Tiggywinkles involves physical exertion, including bending and lifting heavy items e.g. bags of feed, bedding material and cleaning enclosures/handling animals in cages at different heights. You sometimes need to be agile in order to avoid being injured by our patients, which are wild animals.

We provide full training regarding how to respond and handle the wild animals in our care but this does not detract from the need to be agile in order to remain safe.

Much of our work involves handling animals, feed and bedding, as well as chemical substances used to ensure our animal enclosures are kept clean. Latex gloves are therefore worn by our volunteers in order to protect their hands.

Reasonable adjustments are always considered for those who may have a medical, physical impairment, a phobia or an allergy and where our assessment is that they would be safe, practical and reasonable, we are keen to accept them.

Medical Condition/Phobia/Allergy:	Reasonable Adjustments Required:
<b>Emergency Contact's Name:</b> Relationship:	Contact Numbers: Email Address:
<b>Doctor's Name:</b> Practice Name:	Telephone Number: Surgery Address:

## Animal & Charity Work

Please detail all experience of working with animals and charity involvement:

Do you support Hunting / shooting / falconry?

## General Information

Hobbies/leisure interests

How did you hear about Tiggywinkles?  
(If internet, which website?)

Any other information you would like to give that you feel is relevant to this placement:

## Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the role applied for. We will use the information provided by you on this form for selection purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legal obligation and the performance of a contract to process the information provided by you in this form.

Should you be successful in your application, the information provided, and any further information which will be gathered at the relevant time, will be subsequently used for the administration of your placement and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our Job Applicant Privacy Notice (GDPR compliance). This is available on our website Tiggywinkles.com, on the Help us page, under 'vacancies', or to request an email or printed version, please email us at [gpdr@tiggywinkles.org](mailto:gpdr@tiggywinkles.org)

## Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from consideration. I understand that any role offer is subject to references, which must be deemed by the organisation as satisfactory.

Signed:

Date:

**Please complete this form and send to:**

**Mrs Helen Harvey,  
Tiggywinkles, Aston Road,  
Haddenham, Bucks HP17 8AF**

Or to: [helen@tiggywinkles.org](mailto:helen@tiggywinkles.org)

Office Use Only		
Date Received	Date of Initial Contact	
Placement Dates:	Area:	
Process	Date Completed	Completed By
Personnel Database updated		
Induction Paperwork completed		

[www.tiggywinkles.com](http://www.tiggywinkles.com)