Cornish Seal Sanctuary, Gweek, near Helston, Cornwall, TR12 6UG
Tel: 01326 221361

ANIMAL CARE PLACEMENT APPLICATION

Thank you for your application for a volunteer work placement at the Cornish Seal Sanctuary. We offer three types of volunteering placements with our animal care department:

- 2–6-week volunteering placement
- once a week regular volunteering,
- 3-month pup season internship (Oct-Dec or Jan-March)

Please make clear during the availability section which type of volunteering you are applying for. Please be aware that you are required to provide your own accommodation and transport during your placement with us. A voluntary donation of £20 would be greatly appreciated to cover admin fees (further details below).

Complete the details below clearly and in **BLOCK CAPITALS**, and send by email to the work experience coordinator at: G.Workexperience@sealifetrust.com

PERSONAL DETAILS

NAME	EMAIL ADDRESS
HOME ADDRESS	TELEPHONE NUMBERS HOME: MOBILE:
DATE OF BIRTH	COLLEGE/UNIVERSITY NAME
AGE	COLLEGE/UNIVERSITY COURSE NAME
EMPLOYER ADDRESS & TEL NO.	COLLEGE/UNIVERSITY ADDRESS & TEL NO.

OTHER QUALIFICATIONS	PLACEMENT DATES REQUESTED (Please note it is helpful to provide multiple options if your first choice is unavailable, for regular volunteering please provide available days & from/to when)

PLEASE USE THE SPACE BELOW TO INCLUDE ANY FURTHER INFORMATION SUCH AS RELEVANT WORK EXPERIENCE. IF YOU HAVE A C.V. THEN IT WOULD BE USEFUL IF IT WERE INCLUDED.

MEDICAL FORM

Volunteers must provide us with the following information before their placement commences. This form is confidential, and the details will not be disclosed without consent.

In the event of an incident, it may be necessary for us to contact your doctor.
Doctor's name:
Surgery Address:
Surgery contact number:

- Do you have an up-to-date Tetanus? YES NO

All volunteers MUST have an up-to-date Tetanus check before their placement commences.

- Do, or will you have an up do date Influenza Vaccination? YES NO
(within the last 12 months until the end of your placement dates)

- Are you able to confidently swim 25M? YES NO

We advise all volunteers have an up-to-date Influenza Vaccination to work with rescued seals pups, although working with rescued pups during your placement can not be guaranteed

- Do you have any allergies? YES NO
- Do you have any serious medical conditions? YES NO
- Are you in any way restricted from physical work? YES NO
- Are you currently receiving any medication? YES NO

If the answer to any of the above questions is **'Yes'**, please use the space provided to give details.

Name of a person we can contact in the event of an Emergency and their relation to you:
Name & Relation:
Address:
Contact numbers:

I declare that to the best of my knowledge the above information is correct and give consent for this to be used in the event of an incident.

Name (in capitals) …….. Signed.....

Date.....

If under the age of 18 at time of application, a parent/guardian must also sign

Name (in capitals) …… Signed……..……

ANIMAL CARE VOLUNTEERING PLACEMENT INFORMATION

ADMIN FEE DONATION

Once you have agreed placement dates with the Work Placement Coordinator, if you would like to make a voluntary donation towards admin fees, details are included below. An amount of £20 is suggested to cover processing costs and the time needed to complete any forms required for your university, etc.

This can be paid by cash, cheque, BACS or by phone. **Please be aware that sending cash by post is not secure.**
If paying by cheque, please write on the back of the cheque your name and the dates of your placement.

If BACS, put “name + ACT vol” in the reference field.
Bank payments can be made to:
Account name: SEA LIFE Trust
Bank: HSBC
Account Number: 71089862
Sort Code: 40-11-60

ACCOMMODATION

It is your own responsibility to arrange accommodation for the duration of your work placement – if you require local suggestions on where to stay please ask the volunteer coordinator for further details (please note none of these are run or funded by the sanctuary, just accommodation often used by previous volunteers).

TRANSPORT

The Sanctuary is located at Gweek, a small village on the Helford estuary near the town of Helston. Public transport in these parts is fairly limited, but there is a bus service from Helston to Gweek and Falmouth to Gweek (but is inconsistent). The nearest train stations are Truro, Falmouth, Camborne and Redruth. We recommend that you bring a car or bike if you have one as Gweek is very isolated, but the village does have a convenience store and a pub that serves food.

CLOTHING

Clothing should be warm and comfortable, including wellington boots, waterproof trousers/overalls and a coat. We recommend that the clothing you wear be old or something that you are not concerned about getting dirty due to the nature of our work! We also request that your clothing is dark coloured – preferably black, green, brown or blue if possible, with no large logos, pictures or insignias. No jeans, leggings or short shorts please! Additionally, especially in the summer, the Sanctuary has a lot of visitors every day so all persons working at the Sanctuary must be reasonably presentable at all times.

FOOD AND DRINK

Volunteers are welcome to bring packed lunches. Lunch is from 13:00 to 14:00 in the Hospital office. The Sanctuary’s café also serves a selection of snacks, some of which are available at a staff discount. The Hospital has a small staff kitchen area with a kettle, microwave, fridge and washing up facilities. Volunteers are welcome to use these facilities if needed as long as they are kept clean and tidy.

ON YOUR FIRST DAY

The working day at the Sanctuary starts at 08:00, but **on your first day please arrive for an induction in the seal hospital for 9.30am**. The Hospital can be found by parking in the visitor car park, walking through the wooden driveway gate adjacent to the Reception building and following the road uphill. The Hospital is on the left at the top of the hill; about 3 minutes' walk from Reception. The day ends at 17:00 but finish times may vary depending on workload. Volunteers are normally allocated two days off per week, and these are arranged on your first day with us.

Finally, if it is felt that a volunteer is not working within the Animal Care Team's guidelines and instructions and is presenting a danger to themselves, others and/or the animals. The Volunteer Coordinator and/or Senior Management reserve the right to terminate the placement at any time.

SHOULD YOU HAVE ANY FURTHER ENQUIRIES, PLEASE DO NOT HESITATE TO CONTACT THE VOLUNTEER COORDINATOR