



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.

Please be aware that it may take approximately two weeks to process your application, depending on the length of wait for references. Please be assured that you will be contacted in due course.

RDA Group: *Avon*
Charity No: *281648*
Name: *Avon Riding Centre for the Disabled*
Address: *Kings Weston Road*
Henbury
Bristol BS10 7QT
Tel No: *0117 959 0266*

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

**You have a right of access to information
held about you and other rights under the
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 Address

Daytime Contact No

Evening Contact No

Mobile Contact No

Office Use Only
Form Returned:

Ref 1 Applied:
Ref 2 Applied:

Ref 1 Received:
Ref 2 Received:

Interview Date:
Start Date:

PART B: ADDITIONAL INFORMATION ABOUT YOU

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 horses, mucking out, cleaning tack)
- Helping with Maintenance Duties (repairs, cleaning, painting)
- Helping with Administration / Reception (filing, photocopying, sending letters, database entry)
- Helping with Fundraising Activities (distributing collecting tins, assisting with membership, promotion)
- Helping at Special Events (planning, organising and helping to run the day)
- Helping to man the Café kiosk

2. Day And Times You Are Available To Volunteer (please circle)

- Mon AM / PM
 - Tues AM / PM
 - Wed AM / PM
 - Thurs AM / PM
 - Fri AM / PM
 - Sat AM / PM
 - Sun AM / PM
- Please Note: RDA Riding Lessons operate Mon evening and Tues - Sat 10am – 3:30pm**

Would you occasionally be available at short notice on a day other than those stated above, 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 on your ability to participate in volunteering activities:

5. References

In order to proceed with your application we need the names and **full addresses** of **two** referees.

One referee must be your current or most recent employer, or a person of equivalent standing (such as school/college tutor, teacher), the other must be someone who has known you for at least 2 years. **We cannot accept references from family members or current Avon Riding Centre volunteers.**

Referee 1:

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

Surname

First Name(s)

Address

Postcode

Daytime Contact No

Referee 2:

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

Surname

First Name(s)

Address

Postcode

Daytime Contact No

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' involving 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 provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions, including 'spent' convictions.

Have you ever 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 of 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 Criminal Records Bureau (CRB) 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.

Signature

Date

Please return completed form to:

Avon Riding Centre for the Disabled Ltd
Kings Weston Road
Henbury
Bristol BS10 7QT



0117 959 0266

admin@avonridingcentre.co.uk

Registered Charity No. 281648
Company Registration No. 1534625



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