**Volunteer Application Form**Please tell us about yourself by completing
the form below.

**OFFICE USE ONLY**

Date in office:

Reference 1 received: yes/no

Interview date:

Start date:

DBS Number:

**Personal Details**

|  |
| --- |
| Title: |
| Surname: |
| First Name(s): |
| Address: |
| Postcode: |
| Home telephone number: |
| Mobile: |
| Email: |
| Date of birth: |
| I am over 16: Yes No |
| I am legally entitled to volunteer in the UK: Yes No |

|  |
| --- |
| How did you find out about volunteering at Dedham Therapy Farm CIC: |
| I am interested in volunteering because: |
| Please Specify which job role you wish to apply for? (See job descriptions at the back of this form) |
| I have the following skills and/or experience: |
| I would like to develop my skills/interests in: |

**Availability**

|  |  |
| --- | --- |
| Availability (please tick when you are available to volunteer) | Additional comments |
| ✓ | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |  |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

|  |
| --- |
| Please provide details of any health conditions or access requirements you consider relevant to volunteering at Dedham Therapy Farm CIC e.g. allergies, medication |
| Please list any criminal convictions other than “spent” convictions. If none, state “none.” The information provided will be confidential and will be considered only in relation to your application to volunteer at Dedham Therapy Farm CIC. |

**Referees**

Please give details of two people who can tell us about your ability to undertake volunteering at Dedham Therapy Farm CIC.

(*Must be someone you have known longer than 6 months and not be a relative or friend*)

**Referee 1:**

|  |
| --- |
| Title: |
| Name: |
| Address: |
| Postcode: |
| Telephone number: |
| Email: |
| How do you know this person? |
| **Referee 2:** |
| Title: |
| Name: |
| Address: |
| Postcode: |
| Telephone number: |
| Email: |
| How do you know this person? |

**Privacy Policy (GDPR)**

Dedham Therapy Farm CIC is committed to protecting and respecting your privacy. We are responsible for protecting your personal information as a “data controller” under applicable data protection legislation. For more information and any queries on our Privacy Policy please contact us at hello@dedhamtherapyfarm.org.uk.

I declare that the information I have given in this application is, to the best of my knowledge and belief, true and correct. I also agree to the information on this form being stored by Dedham Therapy Farm CIC under our privacy policy.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer Signature if under 16

**Please return your completed form to Dedham Therapy Farm CIC**

* hello@dedhamtherapyfarm.org.uk
* Our office at Mill Lane, Dedham, Colchester CO6 7DH

**We look forward to hearing from you.**

*Note: if your application is successful you will be required to have a DBS check, UK CRB charges £12 for this service.*

 *Dedham Therapy Farm CIC is a registered Community Interest Company in England and Wales under company number 7934234.*

**Dedham Therapy Farm CIC**

Dedham Therapy Farm provide Occupational Therapy and Animal Assisted therapy, we are based in Dedham, Essex. We aim to promotes mental, physical and social well-being. The human-animal bond allows strong connections to grow and develop, with animals offering unconditional acceptance and affection.

At the farm currently we offer individual and group therapy session to farm assistants with Autism, anxiety, learning disabilities, low self-esteem and lack of confidence and other challenges. We also have a team of dogs go into a variety of settings in the community to provide therapy.

The company was founded in 2010 by David De’ath an Occupational Therapist. We now visit a variety of settings with a team of dogs and work from our farm base in Dedham. The farm has grown over the years and is now run by Occupational Therapist Amy Boyce and Business Manager Megan Dack. We currently have a team 10 employees and many volunteers

We are seeking enthusiastic and friendly individuals to support our team in providing therapy to farm assistants through different roles.

**We are looking to recruit volunteers who:**

* Are welcoming and friendly
* Are punctual and reliable
* Have an interest in the animals
* Can contribute to our service
* Can encourage and stimulate all visitors including families, young people, older people and groups
* Are enthusiastic and keen to learn
* Have a caring personality
* Can use their own initiative

**Some benefits of volunteering**:

* Being physically active
* Being part of a team
* A social experience – Making friends
* Learning new skills, and gaining experience
* Making a positive difference
* Enjoying the outdoors
* Giving back to the community

**Volunteer roles available at Dedham Therapy Farm**

**Volunteer Support Workers -** Would you enjoy working on the farm alongside our farm assistants enabling them in their work? You will need to have relevant experience in supporting young people and or adults with Mental health problems or a learning disability. Preferably some experience working with farm animals

**Maintenance volunteers** – people with skills in woodwork or general maintenance. Must have relevant skills and or qualification to carry out the tasks required. Between the usual farm hours of 9am to 4pm.

**Administration volunteers** – Do you have admin experience? (Microsoft Office, Handling Petty Cash, Internet Research, Data Input, Poster and Notice Design, Answering the Phone, etc) We need help in running our busy office.

**Social media/micro volunteers-** get involved in keeping our online content up to date, website, social media posts and others. Help develop our brand and online style content. Micro volunteering would involve simply sharing all our social media posts on your own page or pages you are a member of.

**Animal Care Volunteers** – Would you like to gain further experience working with animals and work as part of a team? You can volunteer during the week or weekend to help us take care of our animals. You will need to have relevant experience and preferably a qualification in animal care.

**Volunteer Agreement**

**What to expect**

* At Dedham Therapy Farm we don’t want you to be out of pocket. That we why we agree to refund you for any reasonable expenses. Any spending must have prior approval from management. This does not include parking unless you have driven off site for a session, or for your commute to and from the farm to your home.
* Training – You can expect us to offer you in house training for any role you have taken with us. Our team will show you the ropes! We do sometimes offer further training to help you fulfil your role. This is at management discretion.
* We have public and employer’s liability insurance.
* We have policies and procedures in place.
* A fun and friendly team to work with!

**What we expect from you**

* To be reliable. We understand that your role is voluntary. However, we value your time with us, and this means when you are not there, we miss you! Please make sure that if you can’t be there you give us as much notice as possible.
* To share with us your ideas – We value your skills and are always keen for our team to utilise your skills and ideas. Please share these with us as we may well just use them!
* Show our team and Farm Assistants respect.
* To follow our policies and procedures.
* To be able to follow instructions and work in a safe way.
* To keep all information from Dedham Therapy Farm CIC confidential, unless given written consent.
* To not use the name Dedham Therapy Farm or its logo and brand in any way without prior written consent.
* To act in a professional manner when representing the brand Dedham Therapy Farm CIC.

I acknowledge that I have read this agreement carefully and I fully understand its contents

Signed Print Name Date

Dedham Therapy Farm

Mill Lane, Dedham

Colchester

Essex CO7 6DH

https://dedhamtherapyfarm.org.uk