



## Admin and Reception Duties Volunteer Application Form

Thank you for your interest in volunteering for Admin and Reception Duties at The Sheffield Cats Shelter. Admin and Reception shifts are 12:45pm to 3:30pm and must take place during these hours- this is because The Sheffield Cats Shelter's phone line is open between 1pm to 3:30pm. All training for this role will be provided. You must also be 16 years of age or older to volunteer with The Sheffield Cats Shelter on a regular basis, so by completing this form, you are confirming that you are 16 years old or older.

Please complete the following information	
Full Name	
Address	
Contact telephone Number	
E-mail address	
Please give brief details of your current or previous employment	

The Sheffield Cats Shelter Limited 10380357

Registered Charity No. 1172162

To learn about how we will handle your data, please visit [www.thesheffieldcatsshelter.org/aboutus/](http://www.thesheffieldcatsshelter.org/aboutus/)

If you've previously been involved in Charity work, please give details here	
What interests you about this role?	
Do you have experience using computers and the internet?	
Do you have experience answering the telephone for a business?	
Would you feel comfortable interacting with the general public,	

<p>both in person and over the phone or e-mail, and possibly working in a busy environment?</p>	
<p>What day would be be able to volunteer with us on a weekly basis?</p>	
<p>When could you start volunteering?</p>	
<p>Do you have any criminal convictions (other than 'spent' convictions), cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations?</p>	
<p>Name of any carer or support worker who would accompany you</p>	
<p>If you have any specific needs or requirements please let us know how we can best support you.</p>	

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please note we are a small shelter and only have a specific number of vacancies for each role that we offer. This may mean we have no vacancies on the days that you are available and may be asked to be placed on a waiting list.

Before you are asked to be a regular volunteer, you will need to complete a 10:30am to 3:30pm training day, which we will be in touch to arrange should there be a suitable slot. This training day is essential for teaching you The Sheffield Cats Shelter's various policies and how to answer many of our frequently asked questions. A successful training day will be followed by a 4 week review period, where either yourself or The Sheffield Cats Shelter can end your time volunteering with us if either party feels it is no longer suitable for you to continue.

Thank you for your interest in our Charity, volunteers make a huge difference to the work we do and we appreciate you taking the time to complete the application.