|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Volunteer Application Form | | | | | | | | | |
| Your details | | | | | | | | | |
| Name | |  | | | | Phone | |  | |
| Email | |  | | | | Date | |  | |
| Address | |  | | | | Ethnicity | |  | |
| Emergency contact 1 | |  | | | | Phone | |  | |
| Emergency contact 2 | |  | | |  | | |
| **Your information** | | | | | | | | | |
| Do you have any equine experience? | | | | | | | | | |
| Do you have any experience volunteering / working with children / working with people with disabilities? | | | | | | | | | |
| Do you have any skills or experience that will be beneficial to your volunteering? | | | | | | | | | |
| Do you have any conditions that we may need to consider when placing you as a volunteer? | | | | | | | | | |
|  | | | | | | | | | |
| Please note any qualifications/memberships that would support this position. | | | | | | | | | |
| First aid | Fire Warden | | Therapists | Teacher | Other | | | | |
| Which day and time suits you to volunteer | | | | | | | | | |
| Reference One (must be not related and not part of your extended family) | | | | | | | | | |
| Full Name | |  | | | | Mobile |  | | |
| Address | |  | | | | | | | |
| Email | |  | | | | | | | |
| Years known | |  | | | | Would recommend | Yes | | No |
| Reference Two | | | | | | | | | |
| Full Name | |  | | | | Mobile |  | | |
| Address | |  | | | | | | | |
| Email | |  | | | | | | | |
| Years known | |  | | | | Would recommend | Yes | | No |
| **Declaration** | | | | | | | | | |
| I acknowledge and agree that the health and safety of all involved has the highest priority. | | | | | | | Yes | | No |
| Under the New Zealand Privacy Act 2020, I consent to the collection and use of personal information about me and I understand that my information will be kept confidential. | | | | | | | Yes | | No |
| I understand that this is a volunteer position and not paid employment. | | | | | | | Yes | | No |
| I understand that the programme will be under careful supervision but that no liability will be accepted by Taupo RFD or any of the people involved or concerned. | | | | | | | Yes | | No |
| Is there any reason why you would not be suitable as a Volunteer working with children and vulnerable adults? | | | | | | | Yes | | No |
| If yes, please explain: | | | | | | | | | |
| Do you consent to photographs/videos/ name being taken during riding activities for training and/or publicity (including website and social media) | | | | | | | Yes | | No |
| I consent to the Policy Vetting procedure and subsequent renewal every 3 years. | | | | | | | Yes | | No |
| I will abide by all Taupo RFD policies and procedures and confirm that all information provided on this form is correct. I accept failure to disclose information or subsequent failure to conform with Health and Safety policies and procedures may result in termination of my volunteering role. | | | | | | | | | |
| Signature | |  | | | | Dated |  | | |
| Signature of Legal Parent/  Guardian if under 18. | |  | | | |  |  | | |
| Taupo RFD Use: | | | | | | | | | |
| **Application approval for:** | | | Leading | Side walking | | Other | | | |
| **Documents verified (primary)** | | | Passport | Firearms License | | Birth Certificate (after 1998) | | | |
| **Secondary (one of each required)** | | | Driver’s License | Student ID/ CSC | | Utilities bill. | | | 18+ card |
| **Reference One** | | | Phoned | Yes / No | | Phoned | | | Yes / No |
| Interview date completed: | | |  | | | By | | | |
| Police vetting date cleared: | | |  | | | Renewed: | | | |

**Behavior to Support our Values**

**Safety**

* *Remember that the safety and welfare of riders is paramount*
* *Always work in the open with children and vulnerable people*
* *Ensure that parents and caregivers are available to support riders with personal care needs*
* *Keep yourself safe around horses, do not be complacent*
* *Keep a professional distance between you and riders and their whanau*
* *Follow all H&S processes and procedures*

**Teamwork**

* *Set an example you want others to follow*
* *Support your colleagues to get the job done*
* *Listen to the opinions of others and be respectful in your replies*
* *Remember that everyone is entitled to their opinion – even when you don’t agree*
* *Respect the roles that other people do at RFD*
* *Be prepared to address disagreements with maturity and professionalism*

**Respect**

* *Treat everyone equally with respect and dignity*
* *Take care when manually handling or assisting riders*
* *Don’t make assumptions about the ability of riders – Please ask*
* *Use appropriate language at all times – with riders and colleagues*
* *Remember you are in a position of power – be mindful of the effect of this and never abuse it*
* *Never humiliate, embarrass or undermine anyone*

**Quality**

* *Pass on any concerns to the Duty Coach/Manager*
* *Be open to feedback on your own performance*
* *Complete all reporting as soon as possible*
* *Listen to the requirements of the day from the Duty Coach/Manager*
* *Understand the key operating policies*
* *Do the best job that you can do every day*

**Enjoyment**

* *Motivate riders to enjoy their sessions*
* *Always give a positive welcome to riders and whanau*
* *Give positive feedback and encouragement to riders*
* *Don’t single people out for praise, treat everyone the same*
* *Share your enjoyment of the horses with riders and whanau*
* *Celebrate successes – however small*

**Empathy**

* *Make sure that you understand the needs of the riders you are working with*
* *Don’t do something for a rider that they can do for themselves*
* *Encourage riders to participate, but don’t force them if they don’t want to*
* *If you feel out of your depth, seek advice from the Duty Coach/Manager*
* *Remember that you are only part of the rider’s support – it doesn’t all fall on you*
* *Don’t forget that other people at RFD have bad days, support your colleagues with kindness*