

**Cley Work Experience Application Form**

Volunteer Registration Form

In 2015 we opened our new Simon Aspinall Education Centre at NWT Cley, an internationally important nature reserve.

We are keen for young people to get involved at Cley, and are pleased to be able to offer one week work experience to a year 10 student. You will get the opportunity to see what life is like working at a very busy public visitor centre, which hosts events and education activities. You will be speaking to people of all ages, so will need to be confident, and willing to share your enthusiasm for wildlife and the outdoors. You will mostly be assisting the Community Education Officer in the visitor centre complex with a range of tasks, but will get an opportunity to see the reserve during the week

If you are interested in being considered for this opportunity please complete the application form and return with the signed parental consent form.

Places are very limited so please get your application in as soon as possible.

First Name:

Surname:

Address:

Postcode:

Home tel. no:

Mobile tel.no:

Email address:

Date of Birth:

School:

What dates are you available for work experience?

Which subjects are you studying at school?

What do you like about nature and being outdoors?

Why do you want to complete your work experience at NWT Cley?

How will you travel to and from Cley?

Parental/Guardian Consent

Please note this is required for all work experience applications

Name:..........................................................................................................

Address:...............................................................................................................................................................................................................................................................................................................................................

Relationship to child:.......................................................................................

Please advise if your child has any health issues, allergies, medication, or special requirements that we should know about:............................................................................................................................. ........................................................................................................................................................................................................................................

NWT has a working with children policy and they are committed to ensuring the safety of your child by having:

* A staff code of behaviour
* Clear recruitment policy which includes vetting of relevant staff. Please note that ***not*** all staff and volunteers your child works with will be DBS checked.
* Disciplinary procedures
* Guidelines on confidentiality
* Clear reporting procedures

Norfolk Wildlife Trust is committed to ensuring that any information gathered in relation to youth activities meets the specific responsibilities as set out in the Data Protection Act 1998. Norfolk Wildlife Trust will store the above information for a maximum of 12 months before re-registering the child if still associated with the Norfolk Wildlife Trust.

I confirm that all details are correct to the best of my knowledge and I am able to give parental/guardian consent for my child to participate in relevant tasks under the supervision of NWT staff.

Signature: …………………………………………………… Parent/Guardian Date:…………………

**Please return this form to: Rachael Wright, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich NR1 1RY**

**Tel: 01603 625540**

**Email:** [**rachaelw@norfolkwildlifetrust.org.uk**](mailto:rachaelw@norfolkwildlifetrust.org.uk)

Saving **Norfolk’s Wildlife** for the Future