

WEXFORD MARINEWATCH



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Volunteer Application Form

WEXFORD MARINEWATCH

PRIVATE & CONFIDENTIAL

Important notes prior to completion:

- Please complete all sections of this application, as well as all Declarations at the end – Failure to do so, may result in your application being rejected.
- Due to the sensitive nature of our work, we regret we can only accept applications from those aged 21 years & over on the date of application. There is no exception to this rule.
- The contents of this application are strictly confidential and shall not be disclosed to any third party. All data is only retained for as long as necessary and in line with GDPR requirements.
- By completing this application form, you are indicating your consent for us to retain your personal data for the purposes of recruitment and Volunteering; Details pertaining to unsuccessful candidates are destroyed after the interview process; Details pertaining to successful candidates is retained securely for the duration of your term of voluntary work with us – after which it is then destroyed.
- **ONE COLOUR PASSPORT PHOTO MUST ACCOMPANY THIS APPLICATION (NON-RETURNABLE).**
- **A PHOTOCOPY OF YOUR DRIVERS LICENCE MUST ALSO ACCOMPANY THIS APPLICATION (IF YOU DRIVE).**

WEXFORD MARINEWATCH

*Please complete this form in BLOCK CAPITALS.

PERSONAL DETAILS

Full Name: _____

Correspondence Address:

Date of Birth (DD/MM/YY)

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(Age):

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Mobile Number:

[illegible]

(This is the number we will use to attempt to contact you regarding your Application)

Email Address:

[illegible][illegible]

(This email address will be used as the primary method for all Rostering and scheduling communication and should be checked regularly)

Next of Kin (FULL NAME): _____ Phone: _____

Relationship to next of kin: _____
(Should you become ill on duty etc).

Do you hold a current full, clean Irish full driving licence? YES: ☐ NO: ☐

(If 'yes', please submit a copy with your application)

*A Driving Licence is not a requirement, it just helps identify who can or cannot drive our vehicles).

Category of Licence held: _____ (C1/D1/E Etc.) Number of years held: _____

WEXFORD MARINEWATCH

Availability

1.) Please indicate the frequency you feel you would be able to Volunteer:

(We understand this may change occasionally due to personal circumstances etc.):

PLEASE TICK:

Every week:	Every Fortnight:	Every Month:

***PLEASE NOTE: The minimum commitment required is once a month.**

2.) Please indicate the Patrol night(s) you are available for volunteering:

Patrol hours vary depending on the day of the week and time of year. It is important to note that volunteers are never asked to commit to more than ONE night a month – however they may do more if they wish. (Fri & Sat Patrols can be up to 03.30am).

PLEASE TICK THE DAY (OR DAYS) YOU WOULD BE AVAILABLE:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

All Patrols include a rest-break, with complimentary refreshments kindly sponsored by local Hotels.

****PLEASE NOTE: Volunteers will occasionally also be required to upskill and participate in compulsory Training Courses on various other dates - separate and in addition to their Patrol availability indicated by them above. This Training could occasionally include evenings or weekends.**

MEDICAL DISCLOSURE

Due to the physical nature of our work and some aspects of training, an acceptable normal level of fitness is required as our Patrols can involve a considerable amount of walking (at a leisurely pace). Good eyesight and good hearing are also a prerequisite to becoming a Volunteer.

Wexford MarineWatch and/or their management will not be held liable for any aggravation or reoccurrence of any injuries/illnesses which occur during or after volunteering activities/training and which were not disclosed at this point.

WEXFORD MARINEWATCH

PLEASE TICK:

Have you had experience of Suicide/Self Harm in your life?	YES		NO	
If YES, Please outline:				
Are you presently on any treatment or medications?	YES		NO	
If YES, Please outline:				
Do you suffer from any physical or mental conditions?	YES		NO	
If YES, Please outline:				
Do you require or expect to require any review, investigation or treatment for any current or past medical conditions?	YES		NO	
If YES, Please outline:				
Have you experienced any symptoms or had signs of any medical or mental illness problems in the past, regardless of whether any Healthcare Professional was consulted or not?	YES		NO	
If YES, Please outline:				

***If you have answered yes to any of the above, further details may be required at a later date if your application is successful. In certain cases, we may require a letter from your Doctor.**

WEXFORD MARINEWATCH

ADDITIONAL INFORMATION (Compulsory):

In a few lines, please tell us WHY you wish to volunteer with Wexford Marinewatch:

What skills or qualities do you feel you can bring to our team?

Do you have any official qualifications or experience that may be of benefit to the Team?

**Please note: Any Formal qualifications (such as First Aid, Water Safety, VHF DSC, SafeTalk, QPR etc.) must be backed up with a copy of the relevant certificate (including expiry date) if your application is successful.*

Do you personally know any of our Volunteers? YES ☐ NO ☐

If YES, please state their Name and your relationship to this person:

(e.g: Relation, Friend, Work Colleague etc.)

Would you be happy for them to provide a 'Character reference' for you? YES ☐ NO ☐

WEXFORD MARINEWATCH

OTHER INFORMATION

Please note that part of your remit as a volunteer, you will be required to participate and/or attend at some fundraising events occasionally. Promotion opportunities are also available within the organisation, and there are various other roles carried out by volunteers separate to patrolling. More information will be given to successful candidates when they join.

All Applicants are subject to a probationary period for 12 months and are subject to ongoing appraisals. Confidentiality must be strictly adhered to at all times. We have a strict 'Social Media Policy' in place and Volunteers are asked to be cautious about passing ANY information via these methods. All successful candidates receive a copy of all our policies and procedures when they join.

Due to Covid-19, a lot of Training for 2021 will be carried out online Via 'ZOOM' – so please ensure you have access to a computer & stable broadband connection when required.

SO WHATS NEXT?

Keep an eye on your email...(INCLUDING Spam Folder!) - All candidates will receive an email from the Garda Vetting unit within a few weeks, prior to their application being processed any further - **YOU ONLY HAVE 7 DAYS TO RESPOND TO THIS EMAIL** or the link will expire.

Expired links will NOT be reissued, so please respond immediately.

This vetting email will come from an external 'Third Party' (we currently uses "Carlow Volunteer Centre" to process our applications) therefore it could quite possibly enter your SPAM or TRASH mailbox – so please keep a check on them also.

Once you have completed the **Garda Vetting online (by using the link emailed to you)**, our Recruitment Officer will receive the results within two weeks. Once we have received EVERYBODYS vetting back, the Recruitment Team will begin to schedule interviews.

Candidates who have cleared vetting will receive a Text, Email, or Phonecall with details of their Interview (note it may be up to two months before you hear from us). Our Recruitment officers will initially attempt to contact all applicants **TWICE** by email or mobile phone AFTER the closing date (this may be several weeks after your application is submitted and Garda vetting completed).

Failure to answer or return this call, or acknowledge our email, will result in your application being passed over (our staff are volunteers also, therefore cannot spend unreasonable amounts of time attempting to contact people to do not engage with us, by not returning calls, texts or emails).

WEXFORD MARINEWATCH

DECLARATION

I do hereby declare to Wexford Marinewatch, that I do not possess any Criminal record and have not been charged with any criminal offence in Ireland or abroad - nor or have any such cases pending. I understand and accept that any such charge or offence(s) uncovered during vetting will result in refusal of my application to become a volunteer.

Upon acceptance, I hereby agree to be bound by all Policies, Procedures, Protocols, Rules & Regulations, Codes of Conduct, Confidentiality Agreements, Health & Safety Procedures as outlined by the organisation and follow any guidelines or additional instructions they may issue to me from time to time – including all policies & procedures relating to Covid-19 and Social Distancing.

I finally confirm that the information provided by me in this application is given in good faith; is complete and accurate and I have attached a recent Passport Photo & Drivers Licence (where applicable) with this application, as well as the Garda Vetting Form.

Applicants Signature:

SIGNATURE:	DATE:

IMPORTANT NOTE:

THE GARDA VETTING FORM ON THE FOLLOWING PAGES MUST ALSO BE COMPLETED AND SIGNED WHERE INDICATED;



Guidelines for completing the Vetting Invitation Form (NVB 1)

Please read the following guidelines **before** completing the vetting form on the next page....

Instructions

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen. Photocopies will not be accepted.

Proof of Address MUST be provided; Utility Bill, Licence, Public Service Card, etc.

Personal Details

Insert details for each field, allowing one **block letter** per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. **This is required as the invitation to the e-Vetting website will be sent to this address.**

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as “Volunteer” will not suffice (we have already filled this section out for you).

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 **and ticking the box provided**.

If you experience any difficulty completing this form, please contact us at wexfordmarinewatch@gmail.com

This form (AND the following Vetting Form) should be returned to:

Recruitment Officer
Wexford Marinewatch
Unit 9, Westpoint Business Park
Whitemill Industrial Estate
Wexford.

Our Ref:



Wexford MarineWatch

CHECKLIST:

- Completed Volunteer Application Form
(Signed on all necessary pages)
- Completed Vetting Application Form NVB1
(for Garda Vetting Unit)
- Evidence of Address (for Garda Vetting Unit)
- Colour Passport Photo (x1)
(for your Volunteer ID Card)
- Copy of Drivers Licence (if you hold one)
(To enable you drive WMW vehicles)

ALL THE ABOVE SHOULD BE ALL SENT TOGETHER TO:

The Recruitment Officer,
Wexford Marinewatch,
Unit 9, Westpoint Business Park,
Whitemill Industrial Estate,
Wexford.

PLEASE DO NOT SEND ANYTHING TO THE GARDA VETTING UNIT!

(Vetting is NOT carried out by Gardai).

Please do not send until ALL documentation is enclosed – Partial applications will not be accepted.