

Noah's Ark Zoo Farm, Clevedon Road, Wraxall, Bristol, BS48 1PG. Tel: 01275 852606 Fax: 01275 857080
Email: info@noahsarkzooofarm.co.uk Web: www.noahsarkzooofarm.co.uk

Work Experience Application Form

Please keep this first page for your information and return your completed application forms to Catherine Trickett Tisdall at the above address. *Don't forget to include a stamped addressed envelope!*

PLEASE NOTE: We will do our best to respond to you ASAP, but we receive lots of applications each week. If you have not heard from us, please do not assume that you have been given a placement.

Dear.....

Thank you for your enquiry about work experience at Noah's Ark Zoo Farm.

At Noah's Ark Zoo Farm you will be working with both the public and the animals in a busy environment where you will be asked to be involved in animal handling, take part in animal shows, work with a wide selection of animals and carry out a number of other tasks.

Throughout your time with us you will be working together with other volunteers and members of staff as a part of a team. Remember that people have come to Noah's Ark for a fun day out and with this in mind try to work with a smile, have a neat appearance and be ready to answer questions from the visitors.

Please remember that there is high demand for our valuable work experience placements so if you are successful but unable to complete the placement given then please let us know at the earliest time otherwise you will be taking an opportunity away from someone else.

A few rules we have for staff at Noah's Ark are; no smoking, alcohol or drugs on site and facial piercing/ jewellery should not be worn for health and safety reasons. Noah's Ark does not tolerate bad behaviour and we retain the right to terminate your placement at any time should this arise. If you are successful in your application a full reference will be required from your tutor and a CRB check if you are 16 years or over will be required before your placement commences which will cost you £6.

If your application is successful, we would like you to work the following times:

- If you are aged between 13-14 you will work from 10am - 4pm or less with an hour for lunch so that the full working day will be 4-5 hours.
- If you are aged between 15-16 you will work from 9am - 5pm or less with an hour for lunch so that the full working day will be 7-8 hours.
- If you are aged from 17 upwards you will work from 8am - 5pm with an hour for lunch so that the full working day will be 8 hours.

On your first day you should arrive at 9.45am and thereafter at the times stated above. We have a team meeting at 9.45am which includes a short Bible reading and prayer and discussion about the day's events. We expect you to attend. There is a lunch / rest room to eat packed lunches in and leave non valuable belongings, you may like to buy hot food at the onsite café during off peak times. The lunch hour is scheduled between 12.00pm and 2.00pm. All the taps on the farm provide drinking water.

If you are successful, here is a list of what you will need to bring with you on your placement:

- T-shirt/ Sweater - orange or dark green in colour with sleeves, no large logos or low neck lines.
- Trousers - old jeans, jogging bottoms (black or dark blue), no large logos.
- Sturdy shoes, walking boots (steel toe caps if possible), wellington boots for wet weather.
- Jacket - warm or waterproof, dark green, navy or black. Some uniform may be provided as required.
- Spare pair of socks and clean foot wear to go home in.
- Hair should be tied back, no jewellery.
- Sunscreen in appropriate weather.
- Food - large packed lunch and lots to drink.

Any valuables are brought at your own risk as we cannot accept any responsibility for lost items.

You are answerable to your supervisor, all problems and questions can be put to them. Please inform a member of staff if you wish to leave early. Parents are welcome to talk to senior staff about any problems concerning voluntary work between 9.00am - 5.00pm, see or call Sadie Garland or Catherine Tisdall.



Work Experience Application Form

| Personal Information | |
|---|--|
| Surname: | Forename: |
| Date of Birth: | Parent or Guardian: |
| Permanent address: | <u>Contact Numbers</u> |
| | Home:..... |
| | Mobile:..... |
| | Email:..... |
| | <u>Parent/Guardian Emergency Numbers</u> |
| | Home: |
| | Work:..... |
| Postcode: | Mobile:..... |
| Name of School / College / University: | Course being taken: |
| Name of Tutor: | Year of Course: |
| School/College Tel no: | Tutor Tel no: |
| Relevant Experience: | |
| Related Skills: | |
| Interest and Hobbies: | |
| Please briefly tell us why you would like a placement at Noah's Ark Zoo Farm: | |



| | |
|---|------------------|
| Additional Emergency contact name: | Relation to you: |
| Emergency Tel no: | Mob no: |
| Do you have any medical conditions we need to know about? (E.g. Epilepsy, diabetes, asthma, allergies or back problems) Please state: | Yes / No |
| Are you on any form of medication? | Yes / No |
| Have you had your tetanus jab? (recommended) | Yes / No |

Dates available for work experience including the day you can work each week:

Have you ever been convicted of a criminal offence? Yes / No
If yes, please give details below:

Are you or have you ever been a member of (or had any close associations with) a zoo, rescue centre, animals rights or welfare group, charity, community or church organisations? Yes / No
If so please state which one/s:

When and for how long were you a member?

Applicants declaration:
I declare that the information included in this application form is correct.
Print Name:
Signed..... Date.....

Parental / Guardian declaration (applicants aged 18 and under):
I declare that the information provided in this application is correct and my child is responsible, respectable and well behaved. I understand that if they do not follow the Noah's Ark guidelines and behave in an appropriate manner then they may be asked to leave.
Print Name:
Signed..... Date.....



Character reference to be completed by a professional person that has known you for over 2 years (school/college teacher or tutor).

I have known.....for.....years and I am pleased to provide you with the following statement:

Large empty rectangular box for writing the character reference statement.

Referee declaration:

I declare that the information provided in this reference form is correct.

Print Name:

Date:

Signed:

Tel No:

This form must be returned by post with each section filled in, you must include a stamped addressed envelope for your placement notification.