The Mayhew Animal Home
Volunteering Application Form: Receptionist

Your details:
Name: Mr/Mrs/Ms/Miss _____ Postcode: _____

Questions:
Please tick which vacancy(s) you wish to be considered for. This is not the same as committing yourself for all sessions ticked – merely which you would be available for:

☐ Saturday 9am-1pm ☐ Saturday 1pm-5pm ☐ Sunday 9am-1pm

If you have ticked more than one session above, how many actual sessions are you looking to volunteer for? e.g. you may have ticked available for two sessions above but are only actually looking to work one of these: _____

Have you worked as a receptionist before? ☐ Yes ☐ No
If yes, please give details: _____

Are you familiar with Microsoft Office? ☐ Yes ☐ No
If yes, please give details: _____

Would you be happy to do some administrative work on Reception during quieter periods? ☐ Yes ☐ No

Please provide a supporting statement to indicate your reasons for wanting to be a volunteer at The Mayhew Animal Home and why you would make a good receptionist:

Please return this form along with your main Volunteer Application Form to: Volunteer Co-ordinator, The Mayhew Animal Home, Trenmar Gardens, Kensal Green, London, NW10 6BJ