

Library Service Volunteer Application Form

Personal details:

Full name:

Date of Birth:

Address:

Postcode:

Home telephone number:

Mobile telephone number:

Email address:

Please indicate which library you would be willing to volunteer at. You can put down more than one.

Which of the Library Volunteer roles would you like to apply for? (delete as applicable)

Library Volunteer / Community Partnership Library Volunteer / Try IT Volunteer / Local Studies Volunteer / Mobile Library Volunteer

Which times of the day / week can you be available for volunteering? Please tick all the appropriate boxes. You will not be called upon to offer all of these times.

	Monday	Tuesday	Wed	Thurs	Fri	Sat	Sun
a.m.							
p.m.							

If we think you might be suited to the role we'll arrange to meet you for a short informal interview. If we have more applications than volunteer places available, we'll use the statements below to help us select who to invite

Have you had any previous experience of volunteering or working with the public?

What skills and personal qualities do you have that might help you as a library volunteer?

Referees:

Please give the name and address of two referees. One from someone who knows you well but **not a relative or partner** and the other, preferably, from your previous employer, school/college or someone who is willing to support your application. Please include an email address if possible.

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Daytime telephone number:	Daytime telephone number:
Email address:	Email address:

Nature of relationship (e.g. former employer, teacher etc.)	Nature of relationship (e.g. former employer, teacher etc.)
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Please answer the following questions (delete as appropriate). The Rehabilitation of Offenders Act does not apply in this instance:

Have you ever pleaded guilty to or been convicted of a criminal offence?	Yes	No
Have you ever been bound over by a Court?	Yes	No
Have you ever been cautioned by the Police?	Yes	No

If you have answered yes to any of the above questions please give details in the space below (these will be treated in the strictest confidence). Having a criminal record will not necessarily bar anyone from volunteering with Inspire. This will depend on the nature of the position and the circumstances and background of the offence.

Do you have any health conditions (e.g. allergies/medication) that you feel we should be aware of, or any additional support you need to volunteer? Please state:

Where did you find out about this volunteering opportunity? Please tick all that apply:

Poster	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Twitter	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	NCC Website	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>
Local library	<input type="checkbox"/>	Inspire Website	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>

The personal information collected on this form will be processed on a computer to manage your application. If you do volunteer with us, your personal information will be retained whilst you are volunteering and used to keep in touch with you.

Thank you for taking the time to complete this form. Please return it to volunteers@inspireculture.org.uk or hand it in at your local library.

Please note, completion of this form does not guarantee a volunteer interview.