



BIDFORD COMMUNITY LIBRARY

VOLUNTEER APPLICATION FORM



If you have any difficulties completing this application form, please contact us.

Please send this completed form to: Bidford Community Library Ltd, Bramley Way, Bidford on Avon, B50 4QG. Tel 01789 773239

Your contact information		
Title:	Forename(s):	Surname:
Address:		
		Postcode:
Home tel:	Mobile tel:	
Email:		
Preferred method of contact:		
Date of Birth (if under 18):		

How did you hear about us? <i>(please tick all that apply below)</i>		
Parish website	Internetsearch	Passing by
Socialmedia	School/college/university	Job Centre
Talk/presentation	Word of mouth	Poster / flyer
Event – please name		
Other - please name		

In what capacity are you willing to help? <i>e.g. in library, fundraising, publicity, IT, organising events, art and crafts</i>

What would you like to gain from volunteering with us?

Your motivation might be work-related such as adding something to your cv, or personal, such as gaining satisfaction or meeting new people – or both. This information helps us to provide you with a productive volunteering experience.

Please tell us about any skills or experience you have that are relevant to the role in which you are interested or which you may be able to offer to the Library.

Please give details of when you would be available to help.

Library opening hours:

Monday: 10.00 am—4.30 pm

Tuesday: 10.00 am—4.30 pm

Friday: 10.00 am—6.00 pm

Saturday: 10.00 am—12.00 noon

At other times?

Convictions

If you have any current convictions, we may ask you to declare them when you meet us for an informal chat. If you're interested in a role that involves volunteering with children and / or vulnerable adults, we will ask for information about current and spent criminal convictions. Having a criminal record will not necessarily exclude you from volunteering with us.

Character references

Please provide two character referees who have known you well as an individual for at least 2 years. This does not have to be through work, although please do not use your spouse, partner or family members.

Reference 1

Title	Forename(s):	Surname:
Tel:	Email:	
How does this person know you?		

Reference 2

Title:	Forename(s):	Surname:
Tel:	Email:	
How does this person know you?		

Declaration

I confirm that the information given in this registration form is correct to the best of my understanding and I understand that any offer of volunteering with Bidford Community Library is subject to satisfactory character references, and binding in honour only.

Applicant signature:

Date:

Data Protection Statement

In order to run efficiently Bidford Community Library needs to retain personal information about its volunteers. Volunteers also need to be able to contact one another directly. Volunteers' names and email addresses are held as part of an email group and are shared with other volunteers when group emails are sent out.

Personal information about volunteers will only be used by the Library and not shared with anyone outside the Library. Such information will only be held for as long as it is needed. If a volunteer leaves information held will be destroyed.

Volunteers have responsibilities under the Volunteer Confidentiality Agreement to keep private and confidential any personal data they may come across in the course of volunteering. This includes customers' details held on the Library Management Service such as addresses and phone numbers and which books have been borrowed.

OFFICE USE ONLY:

Contacted:

Confidentiality Form signed:

Set up: