

## Volunteer Application Form

Please complete all sections of this application using black ink, capital letters and indicating answers to questions by putting a tick in the relevant box.

All completed applications can be returned to the library, in person or posted to us at:

Woodlands Speaks CIO, Woodlands Community Library,  
Windmill Balk Lane, Woodlands, Doncaster, South Yorkshire, DN6 7SB

### Filtering Questions

When considering the suitability of applicants for volunteer positions we are obliged to collect and provide certain information on behalf of the Doncaster Council Libraries Team.

Note: If you answer no to one or both of the following questions, we may not be able to consider your application.

Question	YES	NO
1) Do you consent to the Doncaster Council Libraries Team using the details you have given for the purpose of Disclosure of Convictions?		
2) Do you consent to signing a Confidentiality Agreement with the Doncaster Council Libraries Team?		

### Your Details

Your Name	
Your Address	
Contact Number	
Email Address	

### About You

In brief tell us about: why you would like to volunteer and what volunteering means to you.

### Referee Details

Please provide the details of someone who is willing to provide a reference. The reference can either be Personal or Professional.

Name of Referee	
Referees Address	
Contact Number	
Email Address	
How do you know them?	
How have they known you?	

### Criminal Convictions

Under the Rehabilitation of Offenders act 1974 it is an offence to fail to declare, when asked, any convictions that are considered to be 'UN-SPENT'.

Question	YES	NO
Do you have any criminal offences that are considered to be 'UN-SPENT'	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered Yes to this question, then this will be discussed in a private meeting with the Community Manager or Administration Manager.

Please note, you are under no obligation to disclose any convictions that are 'SPENT'.

For guidelines on this topic please refer to <https://www.gov.uk/exoffenders-and-employment>

### **Equality and Diversity Monitoring**

As part of our commitment to Equality and Diversity, Woodlands Community Library and Woodlands Speaks collects information as a way of monitoring our own performance.

Completing this form is strictly voluntary and will in no way determine the outcome of your application to volunteer at Woodlands Community Library.

Once completed, hand in this form separate from your application in a sealed envelope, marked 'Diversity Monitoring'.

<b>Age Group</b>		<b>Gender</b>		<b>Sexual Orientation</b>	
18 to 25		Male		Straight	
26 to 35		Female		Gay	
36 to 45		Trans G Male		Lesbian	
46 to 55		Trans G Female		Bi-Sexual	
56 to 65		Other (please state below)		Other (please state below)	
65 +					
Prefer not to say		Prefer not to say		Prefer not to say	

  

<b>Ethnicity</b>		<b>Religion/Belief</b>		<b>Disability</b>	
White		Christian		Visual Impairment	
Black		Muslim		Hearing Impairment	
Asian		Jewish		Physical Disability	
Mixed Race		Hindu		Learning Difficulty	
Other (please state below)		Other (please state below)		Other (please state below)	
Prefer not to say		Prefer not to say		Prefer not to say	

**This page is to remain completely anonymous, do not write anything on this page or the envelope it was delivered in, that could identify the applicant in any way.**