

Summer Reading Challenge Volunteer application form 2019

Please refer to the notes for guidance on how to complete this form.

Thank you for your interest in volunteer work with Southend Libraries. Please complete and submit this form **NO LATER THAN: 7th June 2019**. (Note: Registration forms received after the closing date may not be accepted. Each library has a maximum number of volunteers they will need, applications received earlier will be given priority). Previous applications and references have not been retained due to data protection laws; therefore, we regret that returning volunteers will need to reapply and provide new references.

Part A: Personal Details – Please print clearly

Surname:		First Name:		Title:	
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Address:					
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Date of birth: (see Note 1)		Telephone No. (Home):		Telephone No. (Mobile):	
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Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Prefer not to say: <input type="checkbox"/>
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Email (see Note 2)					
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Please confirm which libraries you would like to volunteer at: (see Note 3)

1st library preference:

2nd library preference:

3rd library preference:

Part B: References

If you are in **FULL-TIME education (school, 6th form or Home Educated)** please complete **section 1 below**.

If you attend **college/university** or are **NOT** in full-time education please complete **section 2 below** - reference 1 and reference 2.

Please tick here to confirm you have the permission of all your referees to provide their personal contact information.	<input type="checkbox"/>
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Section 1- for applicants in **FULL-TIME education (school or 6th Form) or Home educated.** (see Note 4)

Home Educated: Yes No

Name of school or 6th Form you attend:

Summer Reading Challenge Volunteer application form 2019

Page 2 of 4

If you are in full time education, please ask a teacher/tutor to sign below to act as referee and guarantor that you are a suitable candidate to be a Summer Reading Challenge volunteer.

Teacher's/Tutor's signature:

Teacher's/Tutor's name (printed):

Teacher's/Tutor's position (e.g. English Teacher):

Name of school:

Teacher's/Tutor's work email:

Section 2 – Current Volunteering

Do you currently volunteer with Southend Libraries and Museums Services in another role, such as Storyrhymes; Home Library Service or Volunteer Museums Assistant? (see Note 6)

Yes No

If yes name of member of Library Staff who is responsible for you:

Section 2 - Reference 1- (see Note 5 & 7)

Title	First Name	Last Name
Business Address (of organisation)		
		Postcode
Business Telephone	Mobile	
E-mail		
Official role/job title		
How do they know you?		

Section 2 - Reference 2

Title	First Name	Last Name
Address (of organisation)		
		Postcode
Telephone	Mobile	
E-mail		
Official role/job title		
How do they know you?		

Part C: Additional Information

Did you volunteer for the Summer Reading Challenge last year? Yes No

Will you be putting your volunteering hours towards any award schemes? Yes No

Which schemes (e.g. Duke of Edinburgh, Youth Achievement Award, Vfifty etc.)?

If you would like to receive any further information from us please tick the box. This includes contacting you regarding other volunteering opportunities.

Emergency contact details (*see Note 8*)

Emergency Contact Name:

Emergency Contact Telephone Number:

Relationship to you:

Please tick here to confirm you have the permission of your emergency contact to provide their personal contact information.

During your period of volunteering with Southend Libraries your wellbeing is important to us.

Do you have any medical conditions we should be aware of e.g. epilepsy, severe allergies, asthma?

Yes No

Do you require any additional support to volunteer?

Yes No

Part D: Disclosure of Criminal Convictions (*see Note 9*) – please complete section 1 and 2

section 1: Unspent convictions:

Offence	Date of Conviction	Sentence

Section 2: Pending Prosecutions:

Court to which summoned	Appearance Date	Alleged Offence

Part E: Declaration

If you are **under 18** please ask your parent/guardian to sign this form to indicate that they are happy for you to volunteer with us: (**see Note 10**)

Parent/guardian's name (printed):

Parent/Guardian's signature:

Relationship to volunteer:

Parent/guardian's email:

I certify that, to the best of my knowledge, the information I have provided is true, and I understand that any false information or failure to disclose criminal convictions may result in the termination of volunteer working arrangements with Southend on Sea Borough Council.

I give my consent for personal details to be held on the Volunteer Database in accordance with the Data Protection Act 2018, in order to help monitor who is volunteering for Southend on Sea Borough Council, to communicate with me and support me in my volunteering role. Southend on Sea Borough Council is committed to protecting your privacy. Our [Privacy Notice](#) explains how we use information about you and how we protect your privacy.

Your signature:

Date: / /

Please return this form to:

Any public Library in Southend marked FAO Community Development Officers Team

Or complete the form and scan and return to librarydevelopment@southend.gov.uk

NO LATER THAN 7th June 2019.

Southend on Sea Borough Council is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Summer Reading Challenge Volunteer Application Form Notes

Southend-on-Sea Borough Council handles information in accordance with all the relevant data protection legislation including the Data Protection Act 2018 and the General Data Protection Regulation. It also abides by the requirements of the Freedom of Information Act 2000 and is the data controller for the purpose of the Data Protection Act. Your information will only be used to handle your Summer Reading Challenge volunteering application and will be retained for no more than 6 months after the end of the challenge. Any information provided will be considered and used as part of the application process to assess your suitability for this role. We may use your information to contact you regarding other volunteering opportunities whilst we hold your information if you tick the box agreeing to receive information about these.

Please ensure that you have the consent of your teacher, referee, emergency contact and parent/guardian to share their personal information with us for this purpose. For more information about how Southend-on-Sea Borough Council handles information please see our privacy notices online:

https://www.southend.gov.uk/downloads/download/763/privacy_notices

Notes:

1. Volunteers need to be 14 or over by 1st September 2019.
2. We will contact you via email where possible so please **print** your email address clearly. If you don't have one you could use another family member's email address (as long as you have their permission to do so).
3. You need to be able to travel to the library easily as we are unable to pay any travel expenses. If possible list 3 in order of preference.
(Please note we are not accepting applications for Essex or Thurrock Libraries)
4. References:
 - If you are in **Full-time** education (school or 6th Form) please ask a teacher/tutor to sign this form to act as referee and guarantor that you are a suitable candidate to be a library volunteer.
 - If you are **Home Educated** please ask someone who knows you well but is not related to you to sign this form to act as referee and guarantor that you are a suitable candidate to be a library volunteer.
5. Please alert your references that they will receive an email from librarydevelopment@southend.gov.uk headed SUMMER READING CHALLENGE REFERENCE with a short reference form attached that needs to be completed and returned. Their reply is required in order to complete your application.
6. As a current volunteer with Southend Libraries you only need to provide details for **one** referee.
7. If you are **NOT** in full-time education (or attend college or university) please give details of at least two people to whom you are not related, who will be asked to

give references confirming your suitability for this role before your application proceeds.

- Any email details and addresses provided for your recent employers or for your professional referees must be their official work address and email. We are unable to accept references sent from a personal email address.
 - If possible these should be your two most recent employers.
 - If you have not been employed the referees may be other professional people (see **Appendix 1** at the end of this sheet).
 - If you are retired and have not been employed for the previous five years we will accept one professional referee (see **Appendix 1** at the end of this sheet). And a reference from a friend who knows you well (not your partner).
 - If you don't feel you have suitable referees please discuss this with us as this may not exclude you from volunteering.
8. Emergency contact details are required in case you are taken ill etc. during your volunteering session and we need to get in touch with someone.
9. You are required to disclose all “**unspent**” convictions, reprimands, bind overs and cautions, and “**pending**” prosecutions, although this does not automatically mean that you will not be selected as a volunteer. Our main consideration is whether the offence makes you unsuitable for the type of voluntary work being undertaken. If no convictions, **enter “NONE.”**
10. If you are under **18**, please ask a parent or guardian to confirm that they are happy for you to volunteer with us. You'll need to alert them that they will receive an email from librarydevelopment@southend.gov.uk headed SUMMER READING CHALLENGE VOLUNTEER PERMISSION asking their permission for you to volunteer. Their reply is required in order to complete your application.

Appendix 1- Suggested Personal Reference Signatories

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- commissioner of oaths
- councillor (local or county)
- civil servant (permanent), but not someone who works for IPS
- dentist
- director/manager of a VAT-registered charity
- director/manager/personnel officer of a VAT-registered company
- engineer (with professional qualifications)
- financial services intermediary (eg a stockbroker or insurance broker)

- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- licensee of public house
- local government officer
- manager/personnel officer (of a limited company)
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion (including Christian Science)
- nurse (RGN and RMN)
- officer of the armed services (active or retired)
- optician
- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- person with honours (an OBE or MBE, for example)
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president/secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher, lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellows and associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers