



Expression of interest for a Volunteer Post



Active Rutland



This document is available in additional formats on request e.g. bold/large print, braille, tape or an alternative language. Posts working with Children, Vulnerable Adults, or confidential information subject to data protection rules may require a DBS check.

In the event that there is a problem with clearances an offer of a volunteer post with the Authority may be withdrawn.

Application for role of:
(please state role title or area of interest)

Department:
(please state)

Libraries
Museums
Sports
Castle

(tick preferred library branch)

Oakham
 Uppingham
 Ketton
 Ryhall

Please return completed forms to Volunteer Section, Rutland Library Service, Oakham Library, Catmose, Oakham, Rutland. LE15 6HW. Libraries@rutland.gov.uk.

1. Personal Details PLEASE COMPLETE IN BLOCK LETTERS

Surname:

First Name(s):

Titles: Mr/Mrs/Miss/Ms/Dr please delete as appropriate

Home Address:

Telephone Numbers:

Postcode:

Home:

Mobile:

Work:

Email Address:

2. What kind of things do you enjoy doing? (Hobbies, skills and interests)

Large empty text area for hobbies, skills and interests.

3. About you...

In the following section please use the volunteer role description to relate any extra details of your experience, knowledge, skills and abilities, which you consider to be relevant to this role. Please give as much information as you can. E.g. Customer service experience, IT skills, experience working with children or the elderly. When can you volunteer, and for how long? How far can you travel to volunteer? Do you have your own transport? Etc.

4. Where did you hear about us?

Where did you see the post advertised/how did you hear of the volunteering vacancy?

Rutland County Council's website	<input type="checkbox"/>	Voluntary Action Rutland	<input type="checkbox"/>	Other—please specify:
Rutnet	<input type="checkbox"/>	Do-it website	<input type="checkbox"/>	
Job Centre	<input type="checkbox"/>	Friend	<input type="checkbox"/>	
Rutland and Stamford Mercury	<input type="checkbox"/>			
Rutland Times	<input type="checkbox"/>			

5. Disability

Disability

Do you consider yourself to be disabled? YES NO

Positive about Disabled People

The Council has been awarded the two ticks, positive about disabled people symbol. This means that we are committed to interviewing all volunteer applicants with a disability that meet the minimum criteria for a role and they will be considered on their abilities.

Please give any dates within the next 2 months when you will not be available for a chat:

The following section and declaration will be completed during the informal chat to discuss volunteering roles. Please bring reference details with you if your role requires it

References (only required for some voluntary posts*)

References are not required for all voluntary posts. References will be required where posts involve working with children, vulnerable adults, confidential information, or where voluntary posts require verifiable skills/qualifications. [*The role description will state whether references are required.](#)

Where references are required please provide the names and addresses of two referees. Please note that relatives are not acceptable referees. If you have not been previously employed, then College Lecturers, Head Teachers or other persons who are able to comment authoritatively on your educational or skills background and/or personal qualities, are acceptable as referees or your most recent volunteer manager/organiser if you have been in volunteer work.

May references be taken up without further approval? YES NO

1) Name:	Position held by Referee:
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Organisation:

Address:

Telephone No:	Ext:
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E-mail address

How do you know this person? (e.g. as your line manager, other colleague, tutor, headteacher, volunteer co-ordinator, etc)

2) Name:	Position held by Referee:
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Organisation:

Address:

Telephone No:	Ext:
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E-mail address

How do you know this person? (e.g. as your line manager, other colleague, tutor, headteacher, volunteer co-ordinator, etc)

Discussion notes (for management use only). Date:

Declaration

I declare that the information provided is to the best of my knowledge true and agree that it should form part of the basis of my engagement as a volunteer. **I understand that this is not an application for paid work.** I authorise Rutland County Council to check the information that I have supplied. I understand that volunteer roles may be withdrawn at any time if it is not possible to continue supporting them. I understand that falsification of information may lead to my volunteer role being withdrawn without notice.

Signed:

Date:

DATA PROTECTION ACT 1998

INFORMATION ON THIS FORM MAY BE HELD ON COMPUTER, STRICT CONFIDENTIALITY WILL BE OBSERVED AND DISCLOSURE WILL ONLY BE MADE FOR EXPENSES AND PERSONNEL AND TRAINING ADMINISTRATION PURPOSES.