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**Home Library Service Volunteer Application Form**

**Private and Confidential**

Please complete and send this form to: ask.library@derbyshire.gov.uk

Or print and send to: Access and Inclusion Manager, Libraries, Co-op Building, Smedley Street, Matlock DE4 3AG

# Personal details

Title:

First name:

Surname:

Address:

Postcode:

Email address:

Telephone numbers:

Home:

Mobile:

Work:

**Emergency Contact Details**

Name:

Relationship:

Address:

Telephone Number:

# Volunteering interests

Please use the space below to tell us:

* your reasons for applying and what you are seeking from the placement.
* about your skills, experience and personal qualities.
* any limitations on your involvement. e.g. hours, location.
* if you are interested in supporting the library service in some other way.
* If necessary please use another sheet.

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#  References

Please provide the names of two referees. They must be over 18 years of age, should not be directly related to you and you should have known them reasonably well for at least two years.

**Reference 1:**

|  |  |
| --- | --- |
| Name  |   |
| Address  |   |
| Post Code  |   |
| Telephone  |   |
| E-mail  |   |
| Capacity in which known to you  |   |

**Reference 2:**

|  |  |
| --- | --- |
| Name  |   |
| Address  |   |
| Post Code  |   |
| Telephone  |   |
| E-mail  |   |
| Capacity in which known to you  |   |

# Declaration

I confirm to the best of my knowledge that the information given in this form is accurate and that I have not omitted any facts which may have a bearing on my application

Signed Date

 **For this role you will be required to complete a DBS check.**

In accordance within the Data Protection Act Derbyshire Libraries will retain your details on computer. For full details of how we will treat your information, see the privacy notice at [www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services/volunteers/](http://www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services/volunteers/)

In summary, your information will be…

* controlled by Derbyshire County Council.
* processed on the basis of consent so that we can administer your volunteering, pay your expenses and carry out a criminal records check if necessary.
* not shared with third parties unless with your consent, or as required by law.
* not used for marketing purposes.
* kept for as long as our retention schedules suggest, usually for six years, unless required by law or the council’s legitimate interests .