**Halton Libraries**

**VOLUNTEER registration FORM**

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| **Name**  |  |
| **Address** |  |
| **Postcode** |  |
| **Home telephone** |  |
| **Mobile** |  |
| **Email** |  |
| **Date of Birth** |  |

All information given will be treated as private and confidential and will not be passed to other agencies

**Which volunteer roles are you most interested in?**

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| **When are you available?**I am able to volunteer anytime during the week [ ]  Yes [ ]  No Or please tick any of the following boxes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Morning** |[ ] [ ] [ ] [ ] [ ]
| **Afternoon** |[ ] [ ] [ ] [ ] [ ]

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| Are you willing to travel throughout the Borough of Halton?  | [ ]  Yes [ ]  No |
| If No, in which area would you like to work? |  |

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| **Have you been involved with voluntary work before? (Please give details)** |
| **Please describe why you wish to volunteer for Halton Libraries** |
| **How did you hear about volunteering with Halton Libraries?** |

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| **Halton Libraries is committed to equal opportunities. So we can consider and make appropriate adjustments to the volunteer environment, and better support you in your role, please give details below of any disabilities, health issues or support needs.** |
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**Please provide the names and addresses of two referees (non-relatives):**

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| --- | --- |
| **First Referee** | **Second Referee** |
| **Name & Address**: | **Name & Address**: |
| **Telephone:**  | **Telephone:**  |
| **Email address:** | **Email address:** |
| In what capacity do you know them? | In what capacity do you know them? |

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| **Self-disclosure of criminal convictions**The project is sometimes involved with working with vulnerable members of our community and in a variety of ways. Some of our roles require volunteers to undergo a Disclosure, Barring and Safeguarding Check, these roles are listed below:* + Life stories interviewer (Enhanced Check)

For all volunteer roles we need to ask you about any unspent convictions as part of our duty of care. A criminal conviction will not necessarily prevent you from becoming a volunteer; the decision will depend on the type of offence and its relevance to the volunteering role. The above role also requires a criminal record check. If you do have any unspent convictions, please include details in a sealed envelope and bring them with you to your informal interview, using the forms included with this pack. If you would like to discuss any convictions you may have, please contact the Life Stories Co-ordinator - Ruth Darling. All information will be dealt with according to our Confidentiality Policy. |
| Have you ever been convicted of a criminal offence? | [ ]  Yes [ ]  No |
| If yes, please give details on the separate form that we have provided and bring this with you in a separate envelope when we arrange to meet with you to chat about volunteering. This may affect the type of voluntary work available to you through Halton Libraries. |

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| **Signature** |  |

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| --- | --- |
| **Date** |  |