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**Library & Museum Services
Volunteer Application**

**Title: Mr/Mrs/Miss/Ms/Dr/Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What date can you start:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Then please tick roles that you are interested in**. Please tick NO MORE than 2 roles.**

**Please note: not all roles have vacancies at all times**

Digital Helper 🗌 (18 and over)

Library Visitor Volunteer 🗌 (18 and over)

Museum Visitor Volunteer  🗌 (18 and over)

Museum and Archive Collection Volunteer 🗌 (18 and over)

Home Library Service Volunteer 🗌 (18 and over)

Duke of Edinburgh Award Young Volunteer 🗌 (14 - 25)

**Times Available:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |  |  |

**Please tick which venue you would like to work at. Please tick no more than 2 venues. Ideally these should be close to your home or easy for you to get to.**

|  |  |  |
| --- | --- | --- |
| Bolton Library and Museum | Blackrod Library | Breightmet Library |
| Bromley Cross Library | Farnworth Library | Harwood Library |
| High Street Library | Horwich Library | Little Lever Library |
| Westhoughton Library | Smithills Hall | Hall I’th’ wood Hall |

 **Please tell us about your suitability to be a volunteer:**

**The duration of your volunteering will depend on the role you choose and on the needs of the service.**

**References**

Please give the names, phone numbers and email addresses of two people we can contact as referees to comment on your suitability to volunteer with Bolton Library and Museum Services. A referee cannot be a family member.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **2.** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |
|  | **Phone No**.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |
|  | **Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |

*The information requested is needed for administrative and security purposes, and to ensure that we find suitable volunteers.  It will be used only for these purposes. By completing and submitting this form, you consent to your personal information being processed by Bolton Library and Museum Services. We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements. For more information about how we process your personal information, please see Bolton Council’s privacy notice.*

Please return the application by email to blamsvolunteering@bolton.gov.uk or you can return it to your local library or by post to Volunteer Co-ordinator, Bolton Central Library and Museum, Le Mans Crescent, Bolton BL1 1SE