



## Trustee or Volunteer Application Form

Please complete this form in CAPITAL LETTERS. As outlined in our Data Protection Policy all information is kept secure and not shared with any other organisation. Details are destroyed after three years if you have not been in contact with KCL.

### Personal Details

Name: .....
Address: .....
<span style="display: block; text-align: right;">Date of Birth: .....</span>
Contact Phone Number: .....
Email Address: .....

### Experience

Tell us about any volunteering, personal experiences or skills that you can share with the Library. If there is insufficient space continue on a separate sheet.

## **Availability for Volunteering in the Library**

Please tick your preferred days of duty. Blocked out times are when the library is closed.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **References**

Our status as a charity requires us to ask for the details of two people who know you well enough to comment about your suitability to work in a library. They must not be family members but, if known to you, one may be a KCL Trustee. If you are applying to be a Trustee there are further checks that need to be made.

### **Referee 1**

Name: .....
Address: .....
Phone Number: ..... Relationship: .....
Email: .....

### **Referee 2**

Name: .....
Address: .....
Phone Number: ..... Relationship: .....
Email: .....

**FULL TRAINING IN ALL ASPECTS OF LIBRARY WORK WILL BE GIVEN**

**Please return your completed form in a sealed envelope to the Library or email [kegworthcommunitylibrary@hotmail.co.uk](mailto:kegworthcommunitylibrary@hotmail.co.uk)**