

Volunteering with Southend Libraries

As a volunteer Library assistant your role will be to support our customers in using the library and its facilities, issuing and returning stock, assisting with self-service units, shelving items, locating requested items for other libraries as well as assisting customers with basic enquiries and public IT support. You will be working alongside full time members of staff and other volunteers to deliver these services to the local community.

As a volunteer with Southend Libraries you will be working with people of all ages and ethnicities. You will develop new skills in a customer focused environment as well as new IT skills with the opportunity for practice.

You will receive in-depth training to cover all of these aspects.

Volunteers are not required to commit to the full opening hours, as volunteers can decide what hours a week they can commit to, but we would require that this commitment be on a regular basis.

If you are interested in becoming a volunteer at one of our libraries, or to request an online form, please contact Toni Mair on 01702 534 668 or email Libraryvolunteers@southendgov.uk or alternatively call into your local branch and speak to a member of staff.

Volunteer Registration Form	
PART B: References	
Please give details of two people who know you well, but to whom you are not related, covering your employment during the last five years if possible, who will be asked to give references before your application proceeds. If School or college one referee should be a teacher.	
Title:	First Name: Surname:
Address:	
Postcode:	
Telephone:	Mobile:
Email:	
Title:	First Name: Surname:
Address:	
Postcode:	
Telephone:	Mobile:
Email:	
PART C: Disclosure of Criminal Convictions	
You are required to disclose all "unspent" convictions, reprimands, bind overs and cautions, and any pending prosecutions, although this does not automatically mean you will not be selected as a volunteer. If no convictions, enter none.	
Convictions (Offence)	Date of Conviction Sentence
Pending Prosecutions	Appearance Date Alleged Offence
Some activities will require additional screening, such as a Criminal Records Bureau disclosure for working with children and vulnerable adults. The role description will tell you if this is required.	
Part D:	
Do you currently have the legal right to work in the UK?	YES/NO
Do you need any extra support or assistance to volunteer?	YES/NO

Volunteer Registration Form

PART E: Declaration

I certify that, to the best of my knowledge, the information I have provided is true, and I understand that any false information or failure to disclose criminal convictions may result in the termination of volunteer working arrangements with Southend Libraries. I give my consent for personal details to be held on the Volunteer Database in accordance with the Data Protection Act 1998, in order to help monitor who is volunteering for Southend Libraries and communicate with me.

Signature:

Date:

PART F: Other Information

You will arrange your volunteering sessions directly with the Volunteer Support Officer via our Three Rings online system but please list below any days/dates/times you definitely cannot be with us due to other commitments.

Will you be putting your volunteering hours towards any awards schemes?

YES/NO/MAYBE

If Yes which scheme?

Please provide us with an emergency contact name and number:

Emergency Contact Name:

Emergency Contact Number:

Relationship to you:

Thank you for your interest in volunteer work with Southend Libraries. Please return the completed form to the address below:

Toni Mair

Civic Centre Floor 13

Victoria Avenue

Southend On Sea

SS2 6ER

Volunteer Registration Form					
Monitoring Information					
Completing this form is OPTIONAL, but your information would be appreciated, as it will help us to monitor our commitment to diversity and equal opportunities for all.					
Male		Female		Year of birth:	
Please tick ALL that apply					
Employed		House Person		Unable to work	
Self Employed		Student			
Unemployed		Retired			
Ethnicity:					
White		Mixed/multiple ethnic groups		Asian or Asian British	
British/English/ N.Irish/Scottish/Welsh		White & Black Caribbean		Indian	
Irish		White & Black African		Pakistani	
Gypsy or Irish Traveller		White & Asian		Bangladeshi	
Other white background		Other mixed background		Chinese	
				Other Asian background	
Black/African/Caribbean/Black British:				Other ethnic group	
Caribbean				Arab	
African				Other ethnic group	
Other Black/ African/Caribbean background					
Do you consider yourself to have a disability?					
YES:			NO:		