

Application Form For Voluntary Work: Jordanthorpe Library

We ask all prospective volunteers to complete this application form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept securely and confidentially by the company, unless requested by an appropriate authority.

Personal Details	
Full name(s)	
Date of birth	
Current address	
Postcode	
Phone numbers	Daytime: _____ Evening: _____ Mobile: _____
Email address	
Your preferred role (eg library assistant, support service (eg maintenance, IT support, cleaning, fundraising))	

2. Employment History

Please tell us about your past and current employment and any relevant voluntary work in the table below, starting with the most recent first.

Employer's Name and Address	Dates	Job Title & Brief Description	Reason for Leaving

3. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently employed, one of these should be your present employer. If you are currently volunteering elsewhere, one of these should be your supervisor/manager. We reserve the right to take up character references from any other individuals deemed necessary.

	Referee 1	Referee 2
Name		
Address		
Postcode		
Phone number		
Relationship to you		

I confirm that the information given above is correct and complete and give my consent for SSCI to take up references.	
Signed	
Print name	
Date	

Once completed, please place your application form in a sealed envelope and address it to:

Mrs Kathryn Wilson, Jordanthorpe Library, 15 Jordanthorpe Centre, Sheffield, S8 8DX

You are welcome to discuss any aspects of the recruitment procedure with us.

As an organisation we undertake to meet the requirements of the Data Protection Act 1998.