**Glasgow Women’s Library**

**Volunteer Application Form**

Please complete and return to us at 23 Landressy Street, Glasgow G40 1BP or email it to us at info@womenslibrary.org.uk

Glasgow Women’s Library processes your personal data safely in accordance with the General Data Protection Regulation 2018. We use the information you provide to process your volunteer application and add you to our mailing list if requested. We do not share this information with any third parties and you can withdraw your consent at any time by getting in touch. For more information on your rights and how your data is used and stored, please visit [womenslibrary.org.uk/privacy](http://womenslibrary.org.uk/privacy)

We send out a monthly email newsletter to keep you up-to-date. If you **would like** to receive our emails, please tick the box. You can unsubscribe at any time by getting in touch.

**Personal Details – all information you give will be treated as confidential.**

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| First Name: …………………………………… Surname: ………………………………………Your pronouns (e.g. she/her, they/them): ……………………………... |
| Address: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… Postcode: ………………………… |
| Telephone: ……………………………………… Mobile: ……………………………………E-mail: …………………………………………………………………………………………… |
| How would you prefer to be contacted? Telephone □ Mobile □ Email □ Post □ Zoom □ |

**Please indicate what volunteering opportunities or area of GWL’s work you are interested in:**

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**Please tell us why you are interested in volunteering with Glasgow Women’s Library:**

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**Skills**

**What life skills do you have that you want to bring to GWL?**

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| --- | --- |
| Self-confidenceGood at communicating with peopleFriendliness/welcoming mannerOrganisational skillsTranslation skillsProblem solving abilityFlexibilityCreativity Other (please state): …………………………………………………………………………………………………………………………………………………………………… | □□□□□□□□□ |

**What language skills do you have that you want to bring to GWL?**

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| --- | --- | --- | --- |
| English: I am confident answering the telephone I am confident making phone calls I am confident reading and writing | □□□ | Other language (please state):……………………………………..I am confident answering the telephoneI am confident making phone callsI am confident reading and writing | □□□ |

**What work skills do you have that you want to bring to GWL?**

|  |  |
| --- | --- |
| Front of house/reception workWord processing and/or data entryDigital skills, e.g. subtitling, video editing etc. Library workLiteracy tutoringArchive or museum workResearch Social media and/or bloggingCommunity development or learningTour guidingOther (please state): ……………………………………………………………………………………………….………………………………………………………………………………………………………………………………. | □□□□□□□□□□□ |

**Employment or voluntary work**

Please tell us about any **jobs or voluntary work** you have done or are doing either in the **UK or another country**, and what kind of work you were doing.

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**What do you hope to gain from volunteering with GWL?**

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**How often can you volunteer?**

Please tell us when and what times you are available to volunteer, how many hours a week, and if you have any commitments, e.g. caring, attending a course, working.

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**How can we make it easier for you to volunteer with GWL?**

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**Please list any medical conditions or accessibility needs you feel we should know about.**

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**Have you heard of GWL or been to any of our learning activities, events, walks or workshops?**

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**Please provide the name and contact details of someone who we can contact to ask for a reference.** This can be a current or previous employer, someone you have volunteered for, teacher, or anyone who can give us information about your suitability for this role:

Name:

Email:

Phone Number:

How do you know this person?

\*\*Are you available to meet on either Tuesday 20th or Wednesday 21st December (at GWL or on Zoom) for an initial meeting (30 minutes)?

Tuesday 20th Decembermorning □ afternoon □

Wednesday 21st December morning □ afternoon □

\*\*Are you available for the training on Tuesday 7th February from 1pm to 4pm at GWL?

Yes □ No □

**Your Signature:** ………………………………………………………… **Date:** ……………………..

*Thank you for your interest in volunteering with GWL*