



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

Little Chalfont COMMUNITY LIBRARY

Information ● Recreation ● Education ● Culture

Little Chalfont Community Library
Cokes Lane
Little Chalfont
Amersham
Bucks
HP7 9QA
Tel. 01494 764602

LIBRARY VOLUNTEER DETAILS FORM (Please complete and return to Little Chalfont Community Library)

(PLEASE NOTE WE ARE UNABLE TO ACCEPT VOLUNTEERS UNDER THE AGE OF 18)

YOUR DETAILS

TITLE (Mr, Mrs, Miss, Ms etc.)		HOME TEL. NUMBER	
FIRST NAME		MOBILE TEL. NUMBER	
FAMILY NAME		EMAIL ADDRESS	
ADDRESS (including your post code)			

How many hours a week could you give?	
What days are you usually available?	

Which of the following would you be happy to help with?			
Library work	Yes	No	Anything else?
Cleaning	Yes	No	
Maintenance	Yes	No	
Gardening	Yes	No	
Leaflet and poster delivery	Yes	No	

SKILLS AND EXPERIENCE

Please indicate whether you have skills or experience in the following areas					
Library work	Yes	No	Health and safety	Yes	No
Management	Yes	No	Computing	Yes	No
Sales and Marketing	Yes	No	Fund raising	Yes	No
Legal work	Yes	No	Working with children	Yes	No
Financial/Accountancy/Book-Keeping	Yes	No	Building trades	Yes	No

OTHER – Please give details of other skills or experience or ideas you have for the library that you could help with.

REFERENCES

We need to obtain references as you will be working with children and at risk adults

Please give the name, address and telephone number of two persons who have known you for a significant time (guideline is 3 years) and have agreed to supply references. They should not be related to you but should be able to comment on your ability to work as a library volunteer and your suitability to work with children and at risk adults. Please indicate in what capacity you know them e.g. friend, colleague, employer etc.

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ELIGIBILITY TO WORK AS A VOLUNTEER IN THE UK

European Economic Area residents are legally eligible for a volunteering role in the UK. People from outside the EEA may require permission to undertake voluntary work. Please indicate if you are eligible (if in doubt please ask for more information)	Yes	No
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