**Volunteer Application Form**

Please complete this form to apply for all volunteer positions at LJMU Special Collections & Archives, then email the completed form to archives@ljmu.ac.uk

**Personal Details**

Name:

Address:

Contact email:

Contact telephone number:

Are you over the age of 18? Tick one: [ ]  Yes [ ]  No

Are you a current student at LJMU? Tick one: [ ]  Yes [ ]  No

If so, what are you currently studying? Please specify year and subject:

Are you alumni of LJMU? Tick one: [ ]  Yes [ ]  No

Have you volunteered with us before? Tick one: [ ]  Yes [ ]  No

**Volunteering Details**

Name of volunteer role you are applying for (you may list more than one if you would like to be considered for multiple):

For roles with flexible working times, please tick the relevant boxes to indicate your availability (please note we are only open Mon-Fri 10:00-16:00):

[ ]  Monday [ ] Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday

**If a role is advertised to take place at a specific time only then you must be available at the stated time.**

How did you hear about volunteering with us?:

**About You**

Briefly describe what about this volunteer role inspired you to apply:

Please give us a very brief overview any experience, skills, or interests you have within archives and heritage:

**Accessibility**

LJMU’s SCA is committed to making our volunteering as inclusive as possible, and will strive to accommodate any disabled volunteers to make volunteering with us accessible to you. Please let us know if you have any specific accessibility needs or accommodations we could make for you:

If you would like to have a conversation for more details about what a role entails to get a better idea of what accommodations would be needed make a role possible and safe for you, please email archives@ljmu.ac.uk and we will be happy to help.

**Privacy**

The information you provide will be used to process your application and help us with induction if you join our volunteer team. Details about how you heard about volunteering with us may be anonymously extracted for use in developing our volunteer base. Electronic application forms will be held on a secure server and paper forms will be kept in a locked filing cabinet for a set period of time in line with the LJMU Records Retention Schedule, after which they will be securely destroyed.

For further information on how we handle your data, please see the [LJMU Library Services Privacy Notice](https://www.ljmu.ac.uk/legal/privacy-notice-and-cookies/external-stakeholders-privacy-policy/library-services-privacy-notice).

**Signature**

Date of Application:

Signature: