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| **Volunteer Application Form**  | C:\Users\Archivist\Documents\Logo navy.jpg |

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| --- | --- |
| Date of application |  |
| Role applied for  |  |
| How did you find out about this role? |  |

**Contact details**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Home address |  |
| Email |  |
| Phone |  |

**Interests and experience**

Please tell us about why you are interested in volunteering in the International Anthony Burgess Foundation’s archive and of any skills, experience and knowledge you have that might be relevant:

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I would particularly like to develop the following skills, experience and knowledge:

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**Availability**

Please indicate which days you would be available to volunteer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Availability** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Morning** |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |

How long are you hoping to volunteer for?

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| --- |
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**Access requirements and health conditions**

If you have any access requirements or health conditions that we should know about, please tell us here

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**How and why we use your information**

The information you provide us with will be used to process your application. We will keep your information secure and confidential and will delete it in line with our retention procedures. The information will only be accessed by authorised individuals within the Burgess Foundation and will not be made available to third parties, unless required to do so by law.

Shortlisted volunteers will be contacted for an informal interview to discuss the role, skills and experience in more detail. Following a successful interview and before they are formally accepted as a volunteer, applicants will be asked to provide details of at least one person we can contact to provide a character reference.

**Please return this form by email to** **anna@anthonyburgess.org****, or alternatively by post to: Anna Edwards, International Anthony Burgess Foundation, Engine House, Chorlton Mill, 3 Cambridge Street, Manchester, M1 5BY**