



# CLEVEDON COMMUNITY BOOKSHOP CO-OPERATIVE

## VOLUNTEER APPLICATION FORM

First Name:	Surname:
Address:	Postcode:
Tel:	Mobile:
Email Address:	
Emergency contact:	

Are you under 18?  Or over 18

Do you have any additional needs or allergies? If yes, please specify:

**Rehabilitation of Offenders Act 1974**  
Do you have any unspent convictions? If yes, please specify: *Please note that a conviction will not necessarily exclude you from volunteering with CCBC*

Character reference (name and contact details):

Are you a member of the Clevedon Community Bookshop Co-operative?

Would you like more information about becoming a member of the Clevedon Community Bookshop Co-operative?

**Data Protection Act 2018 and General Data Protection Regulations**  
The information you give us will only be used to keep you informed about things to do with being a Community Bookshop volunteer. We won't share or sell the information with any other organisation, or individual. We will keep your details securely. By signing the application form you agree to the processing of personal sensitive data (as declared above) in accordance with the Data Protection Act 2018 and the General Data Protection Regulations.

## VOLUNTEERING

**Potential volunteering interests:** Please tick one or more boxes (*subject to change according to your future preference*)

Shop booksellers team (regular half-day session)

Shop booksellers team (occasional/fill-in when necessary)

Internet booksellers team at Unit 15 (order processing, book retrieval, packing and posting)

Book cataloguing team (cataloguing non-ISBN books at home or Unit 15 for internet sales)

ISBN scanning team (for internet sales using the PC in Unit 15)

Unit 15 team (stock control including lifting and handling)

Bookcraft Team at Unit 15 – creating gifts from surplus stock

Window dressing team

Bookbinding team

Courses and Events team

Clevedon Press team

Marketing, Publicity and Website team

Would you be willing to help the Bookshop Co-operative contribute to outside events such as running a bookstall, i.e Clevedon Tides Festival?

Would you require any ICT (Information and Communications Technology) training?

Please also list any interests/skills that you consider would be useful/relevant to Clevedon Community Bookshop Co-operative:

Do you have a car?

Would you be willing to transport books/people?

How did you find out about volunteering at Clevedon Community Bookshop?

**I agree to the data protection statement above and I certify that all statements given on this form by me are true and correct to the best of my knowledge.**

Applicant's signature: ..... Date: .....

Processed by: ..... Date: .....