

# Management Team Application Form:

# Venue Organiser

We welcome applications from anyone who is interested in helping adults learn to read. We aim to recruit volunteers which broadly reflect the local communities which we serve; to work with and learn from each other to continually improve the service we deliver to our Readers. We welcome you to apply and be your authentic self.

We strive to ensure our recruitment practices are fair, open, easy to access and as inclusive as possible. Our Equality, Diversity & Inclusion Group is actively promoting and advancing diversity and inclusion, ensuring a culture where everyone can be themselves and thrive.

## Personal details

Name: Title:

Name by which you are normally known (if different):

Date:

Address:

Postcode:

Landline: Mobile:

Email:

Where did you first hear of Read Easy?

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| --- |
| 1) Please explain briefly why you are interested in becoming a Read Easy Management Team member in the role of Venue Organiser: |
| 2) Please tell us why you are interested in the role and provide evidence to show you have the experience, skills and behaviours that are relevant to the role/s**.** |
| 3) Are there any Team roles you would definitely not want responsibility for? |
| 4) Please tell us about any other work you are presently committed to, paid or voluntary: |

## Information for insurance purposes

The following information is requested for insurance purposes. The insurance cover provided requires that each individual Read Easy group must notify the insurer should anyone with a criminal conviction become a member of the Management Team. Such information need not mean that the person concerned cannot join the Team. However, the insurance agent should always be informed and it may influence the roles that that person is invited to hold.

Any disclosures will be dealt with in confidence, in accordance with the Read Easy Data Protection Policy.

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| **Have you ever been:** | Y/N |
| a) convicted, or charged with but not yet tried for, a criminal offence (any convictions spent under the Rehabilitation of Offenders Act can be ignored) other than motoring offences? |  |
| b) declared bankrupt, insolvent or the subject of a County Court Judgement which has not been satisfied? |  |
| c) prosecuted or received notice of intended prosecution, under any health and safety at work, consumer protection or environmental legislation? |  |
| d) involved in any legal dispute, action, prosecution, HM Revenue & Customs dispute, or investigation/inquiry or DSS review in connection with the business/organisation (excluding motor offences)? |  |
| **If Yes, please provide details below:** |

## Referees

Please give details below of two people who would be willing to give you a reference.

They should be unrelated to you and have known you for at least 2 years.. Please make sure that you ask their permission first and check how they would prefer to be contacted.

Name: Name:

Position/ Relationship:

Email

Address:

Position/ Relationship:

Email

Address:

Postal

**Postal addresses are only required if this is the preferred contact method.**

Postal

address: address:

# Summary Privacy Notice for Potential Volunteers

**(Appendix D to the Data Protection Policy)**

We value the crucial role that all our volunteers play in Read Easy’s work and the trust you place in us by giving us your contact details and other personal information. All personal data is treated with appropriate levels of security in accordance with UK data protection laws and will only be used for the purposes of enabling us to carry out our work effectively.

If for any reason this application does not lead to you volunteering with Read Easy, we may retain your application form and any references we have taken up for a maximum of 6 months, so that we can contact you about any other opportunities that might be of interest to you during this period.

A copy of the full Privacy Notice for Volunteers and our Data Protection Policy can be requested from the Team Leader of your local group in the first instance.

You have various rights in relation to your personal data, including to request copies from us of any data we hold about you, correct or delete such data, object to our processing, request us to provide it to a third party or withdraw consent you have given to our processing at any time. You also have the right to complain to the Information Commissioner’s Officer – the UK supervisory authority for data protection issues – should you wish to do so, though please do contact us first.

The Data Protection Manager for Read Easy UK is Faye Padfield. You can also contact her if you have any questions or concerns about our data processing or would like to exercise any of your legal rights by emailing info@readeasy.org.uk or calling 01388 435021.