**Reading Coach Application Form**

**Personal details**

Name: Title:

Name by which you like to be known (if different):

Address:

Postcode:

Landline: Mobile:

Email:

Where did you first hear of Read Easy:

We are keen to encourage applicants from as broad a range of backgrounds, abilities and educational experience as possible; none of the questions are designed to preclude you from volunteering, but may help us determine the best placement for you.

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| Please explain briefly why you are interested in becoming a Read Easy volunteer: |
| What skills or strengths do you feel you could bring to this role: |
| Please tell us about any other work you are presently committed to, paid or voluntary: |

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| Please tell us about any relevant experience - from life or work, or relevant training you have: |
| Is there any other information you would like to share with us which you think may be relevant to a placement?\*: |
| From time to time Bristol Read Easy needs to recruit volunteers (apart from Coaches) to help run the local group. Please indicate whether you might be interested in knowing more about this – either now or in the future. |

Which times and days would you be able to attend reading sessions?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Weds | Thurs | Fri | Sat |
| a.m |  |  |  |  |  |  |
| p.m |  |  |  |  |  |  |
| evening |  |  |  |  |  |  |

ReadEasy Bristol does not normally pay travel expenses so we try to arrange reading sessions to keep travel to a minimum.

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| Which areas of Bristol would you prefer to work in? |
| Would you be able to use a car to travel to sessions (not essential)? |
| You will need to use a mobile phone to communicate with your reader to make or change session times. Are you happy with that? |

\*Please note that if you are assigned as a Coach to an adult we assess as ‘vulnerable’, our

Safeguarding policy means we are required to do an Enhanced DBS check before you are placed.

**Referees**

Please give details below of two people who would be willing to give you a reference. They should have known you for at least 2 years and should not be members of your family. Please ask their permission first and check how they would prefer to be contacted – postal addresses are only required if no email is available.

|  |
| --- |
| Name:  Position/Relationship:  Email:  Postal address (if no email):  Postcode: |

|  |
| --- |
| Name:  Position/Relationship:  Email:  Postal address (if no email):  Postcode: |

Signature, if posting: Date:

Please return this form to:

**Privacy notice for potential volunteers**

**(Appendix H to 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 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 1-2 years, so that we can contact you about other opportunities that might be of interest to you during this period. If you do not want us to retain your personal information you can contact us to ask us to destroy it.

A copy of our full Privacy Notice for Volunteers and our Data Protection Policy can be requested from the Team Leader of your local Management Team. If you become a volunteer with Read Easy we will provide you with our Privacy Notice for Volunteers.

More information about data protection can be requested from Read Easy UK, Data Compliance, The Old Post Office, Bell Lane, Blockley, Moreton-in-Marsh, GL56 9BB.