Please complete this form if you are interested in volunteering with the Talk English project. We will use this information to contact you about information sessions and the current opportunities we have for volunteers. Once you have completed the application form you will be sent further information about our current training and volunteer opportunities <insert area> and be invited to an information session about volunteering with Talk English.

**About Talk English**

Talk English supports people to improve their English, access services and get involved in their community. We train and support volunteers to teach on Talk English Courses and support Talk English Courses and Activities which are delivered in a range of community venues and spaces, including schools, children's centres, faith organisations and libraries.

If you need more information about Talk English, or help completing this form, please email <insert email> or call <insert telephone number>

**Your details**

We will use the details you provide to contact you about Talk English opportunities.

|  |  |  |
| --- | --- | --- |
| **Date** |  | |
| **Full name** |  | |
| **First half of postcode** |  | |
| **e-mail** |  | |
| **Telephone number** |  | |
| **How would you like to volunteer?** | **Talk English Teacher** |  |
| **Talk English Friend** |  |
| **Don’t know or other** |  |

**Access requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have access requirements? (e.g. large print, hearing loop, wheelchair access)** | **Yes** |  | **No** |  |
| **If you answered yes, if you tell us we will use this information to support you in any training or volunteering opportunity we provide** | | | | |
|  | | | | |

**About You**

We will use the information you provide in this section to accommodate your needs and also to ensure that you have the essential skills, knowledge and attitude to volunteer with Talk English.

To volunteer as a Talk English Teacher and Friend, you need very good speaking and listening skills and good reading and writing skills in English. You also need basic computer skills.

**How would you rate your skills in the following areas?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Basic** | **Good** | **Very good** |
| **Speaking and Listening (English)** |  |  |  |
| **Reading (English)** |  |  |  |
| **Writing English** |  |  |  |
| **Using computers and digital devices** |  |  |  |

|  |
| --- |
| **Why would you like to get involved as a volunteer on the Talk English project?**  Please proofread your response for accuracy of spelling, punctuation and grammar. |
|  |

|  |
| --- |
| **What skills and/or experience could you bring to the volunteer role?**  Please proofread your response for accuracy of spelling, punctuation and grammar. |
|  |

|  |
| --- |
| **Please provide us with any other relevant information in support of your application including other knowledge, skills, experience, including any specialist knowledge you possess. Please consider both paid and unpaid experience.**  Please proofread your response for accuracy of spelling, punctuation and grammar. |
|  |

|  |
| --- |
| **What would you like to gain from volunteering for Talk English (future plans)?**  Please proofread your response for accuracy of spelling, punctuation and grammar. |
|  |

**Availability for training**

We need to know if you are able to attend the next Talk English training, so that we can see if we have any suitable opportunities for you to train and volunteer with talk English.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you available to attend the next training session in Rochdale on Wednesday 10th July 2019 from 9:30am until 2:30pm?** | **Yes** |  | **No** |  |

Please note, most of our volunteer teaching placements take place Monday to Friday between 9 am and 3 pm,

|  |
| --- |
| **Where can you volunteer? Please write the areas you can volunteer in.** |
|  |

**Declaration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I declare that the information given in this application form is true and complete.** | | | | **Yes** |  |
| **Print name** |  | | | | |
| **Signature** |  | **Date** |  | | |

**Privacy Notice**

|  |  |  |
| --- | --- | --- |
| **I have read and understood the privacy notice and consent to the ways in which you will use and store my information.** | **Yes** |  |

**Why we collect your personal information and how we use it**

**<Insert your organisation>** trains and supports volunteers to support Talk English Courses and Activities in **<insert areas>**. Manchester City Council are the lead organisation for Talk English, which is funded by the Ministry of Housing, Communities and Local Government. When you complete this form, Manchester City Council are ‘data controllers’ for your personal information – this means that we decide how we use the personal information you provide to us. However we can only use your personal information if it is lawful to do so, and we must keep your information secure. This privacy notice explains how we use your personal information.

To offer these courses and activities, we recruit, train and support people to volunteer as Talk English Teachers and Friends. We collect and use the personal information you provide on your application form, initial assessment form, enrolment form and individual learning plan in order to:

- contact you and keep you informed about Talk English training and volunteering opportunities

- help us to decide if you have the necessary skills, knowledge and attitude to volunteer with Talk English

- enable us to request references to help us to assess your suitability for volunteering with Talk English

- help us to identify suitable volunteering placements and training opportunities for you

- help us to identify if you need any additional support to take part in training and/or volunteering with us

We are unable to provide training or volunteering opportunities without this information. We also collect this information to understand who is involved as a volunteer on the Talk English programme. We ask you for sensitive information about any health issues, disabilities or learning difficulties you may have so that we can offer training, support and a volunteering placement that takes into account your needs and enables us and our partner organisations to make reasonable adjustments if required.

We keep paper and/or electronic copies of your documents (e.g. application form, initial assessment form, enrolment form and individual learning plan). These are stored securely in paper files, and on a secure computer system. We will only keep your personal information on our file for three years after you have finished volunteering with Talk English.

**Who we share your personal information with**

Until we offer you a volunteering opportunity, we will not share any information that you provide on this form.

We do not share your personal information with any other third parties. However there may be times where we need to share your information where the law requires us to do so. We may need to share information to protect you or someone else in an emergency, to prevent fraud, and to protect public funds.

**Your rights and getting help**

You have the right to ask us to stop using your personal information for the reasons we have listed above. However, as we need to use this information to provide you with training and support for volunteering on the Talk English programme, as well as track and monitor who is volunteering on the programme, we may not be able to continue to provide the Talk English service to you. You also have the right to ask us to delete your information, or to ask us to give you a copy of the personal information we hold about you.

If you have any concerns about how your personal information is used, please contact **<insert area lead>**

You also have the right to complain to the Information Commissioners Office (‘ICO’) about how your personal information is used. The ICO is a separate organisation to us and regulate how personal information is collected, used and shared.

The ICO can be contacted on: 0303 123 1113 (local rate)

casework@ico.org.uk

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF