



East Sussex **HEARING RESOURCE CENTRE**

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www.eshrc.org.uk

Tel: 01323 722505 (voice/text/fax)
Registered Charity No. 1101140

Dear

Thank you for your interest in doing voluntary work with us. I enclose a volunteer application form, role description and a leaflet briefly describing our organisation. If you are still interested in becoming a volunteer then please fill in the rest of the form, return it to me and we can arrange to meet.

Two points I would like to mention at this stage:

Data Protection Act – We keep information of our volunteers on computer – mainly details from the application form and work you will do.

Criminal Records – We are required by law to take certain safeguards to protect vulnerable groups whom we help. It is therefore necessary to ask for details of criminal convictions whether 'spent' or not and we may have to ask for DBS Checks.

I look forward to the return of your application form and seeing you soon.

Yours sincerely

John Leonard
Director

Encs: Job description, ESHRC leaflet, application form, Equal Opportunities Statement Director: John Leonard