

Dear

Thank you for your interest in London Lesbian and Gay Switchboard.

Please find enclosed the LLGS Volunteer Recruitment Pack containing:

- **Volunteer Information Sheet** – which explains the volunteering options available and includes FAQs with answers
- **Volunteer Application Form**
- **Helpline Supplementary Application Form**
- **Equal Opportunities Monitoring Form**

Please read the Volunteering Information Pack and FAQ section before completing your application as it explains the options available to you. The Volunteer Application Forms are used to find out more about you, to assess helpline applicants' suitability and to decide whether to invite you to an interview. They are not a test and none of the questions are designed to catch you out, so please try to answer all the questions as honestly and fully as possible.

Complete the Volunteer Application Form, Helpline Supplementary Application Form (if applying to be a helpline volunteer), Equal Opportunities Monitoring Form and References Form. The Equal Opportunities Monitoring Form will be separated from your application upon its return and is only used to monitor our application process to ensure that it's as inclusive as possible. Return the forms to the Volunteer Co-ordinator either by post to LLGS Freepost Lon 6152, PO Box 7324, London N1 0QS or via email to vc@llgs.org.uk.

I will then be in touch to let you know the outcome of your application. You may potentially be invited to an interview and, if successful, invited to attend the relevant volunteer training course.

We look forward to receiving your application. Should you have any additional questions or want to discuss any additional needs you may have, please do get in touch.

Kind regards,

Jan McKenzie
Volunteer Co-ordinator
vc@llgs.org.uk
020 7689 8511

