



The Library Monitor Association



Library Monitor Application Form

Thank you for choosing LMA

Author(s): Adric Hamel, Rhodri Akbar

Reviewed By: Saidatun Sihabudeen

**Document reviewed in conformance with LMA Policies*

A Parent or Legal Custodian is required
in assisting you to complete this form.

*The World's Only Student-Run
and Not-For-Profit Library
Service Provider and Operator*

LMA



*We are
Not-For-Profit*

*40+ Staff Members
2 Schools
20+ Library Inspections*

Library Monitor Application Form

Student's Details

Full Name						
Date of Birth - In the format: D D M M Y Y	___	___	___	___	___	___
Languages Other than English Spoken At Home?						
If yes, please specify:						
No, Only English / English is the Primary Language Used						

If students do not use English as their primary language, and does not often speak English, we ask that you please provide a copy of your Language Proficiency Test in English, e.g: IELTS
Students attending British International Schools are Exempt from this Policy

Student's Contact Details

Preferred Method of Contact:	Telephone / Email / SMS / WhatsApp / Fax	
Nationality On Passport		
Telephone Number		
Email Address		
Street Address		
Town / City / County	State / Province	Country (Please Select)
		GERMANY
		MALAYSIA
		UNITED KINGDOM
		OMAN
PO Box Number (If Applicable)		

Parent's Contact Details

Preferred Method of Contact:	Telephone / Email / SMS / WhatsApp / Fax
Name + Salutation (Please Select)	
Telephone Number	
Email Address	

Address only required if Parent's address differs to that of the student's address (e.g: Boarding School)

Street Address			
Town / City / County	State / Province	Country (Please Select)	
		GERMANY	
		MALAYSIA	
		UNITED KINGDOM	
		OMAN	
PO Box Number (If Applicable)			
Relationship to Student	Mother	Father	Legal Custodian

Alternative Method Of Contact

Preferred <i>Alternative</i> Method of Contact:	
Name + Salutation (Please Select)	
Telephone Number	
Email Address	

Learning More about You

Please tell us about some of your hobbies	
What do you like doing in your free time?	
How good are you with communication skills?	
Are you okay with loud noises or stimuli?	
Are you an SEN Student?	

If yes, we have a specialised training programme in which you can earn a certification without having to conduct tasks that may discomfort / overstimulate you
(We will contact your SENCO to learn more about you)

Application Paragraph

Please write a paragraph, preferably taking up this whole box, about why you think you are suitable for this position	
---	--

Student's School (Currently Attending)

Are you attending an LMA or Averion Supported School as an International Exchange Student?	YES	NO
--	-----	----

International Exchange Students are requested to provide proof of their Visa (Subclass 500 or Visa Type-J)
The LMA does not require proof of Visa if your Exchange School is an Averion (non-certification programme) Supported School.

Name of Exchange School (If YES)	
----------------------------------	--

Name of Current / Homeland School	
-----------------------------------	--

School Address (Current / Homeland School)

Town / City / County	State / Province	Country (Please Select)

PO Box Number (If Applicable)	
-------------------------------	--

Student's Studying Details

Yeargroup / Grade Level	Key Stage Level	Year of Joining School

For Germany Only - Art der Schulbildung

Wir bitten darum, mitzuteilen, welche Art von Schule Sie besuchen. Bitte geben Sie dies unten an.

Grundschule	Hauptschule	Mittelschule	Gymnasium
-------------	-------------	--------------	-----------

Proposed Date of Starting Library Work

Would you like to start your library work on the soonest possible date available?	YES	NOT YET
---	-----	---------

Proposed Year of Starting in the Format: X X X X	___	___	___	___
--	-----	-----	-----	-----

Proposed Term of Starting	Term 1	Term 2	Term 3	Term 4
---------------------------	--------	--------	--------	--------

Some schools do not provide a Term 4, if your school does not, please select the next available term

Data Protection Declaration

We collect most data as generic data to inform us on the basic information of applicants, however, more detailed information such as Address, Parent Information, etc. is used to issue students with their official LMA certification of library operations and services, this certification will be emailed digitally to parents, and will also be provided in physical form to students during school hours.

Should you wish to revoke our access to your data, please inform us immediately

Your data will be destroyed the moment your application has lost its requirement or value.

We use information such as School Photos to process ID Cards, that all our library monitors wear

<input type="checkbox"/>	I (as a parent or legal custodian) accept the Data Declaration
--------------------------	--

Roles & Responsibilities

You (as the student applying for this position) must agree to:

- Follow library monitor code of conduct
- Attend library training and duties
- Be attentive and ready in your positions
- Be self-motivated and determined to your job

LMA agrees to:

- Provide structured student programmes, guidance, and operational frameworks.
- Provide you with a Certification if your term of service has been correctly completed
- Operate in alignment with agreed school policies and safeguarding expectations.
- Maintain professional conduct and clear communication with the school.
- Ensure that all LMA Staff are treated with respect and kindness
- Keep integrity with its applicant's information and will ensure that internal incidents will be quickly forwarded to the DSL or DCPO of the Host School

<input type="checkbox"/>	I (as the student applying for this position) accept the roles and responsibilities required
--------------------------	--

Final Steps - Completing this Application

You have now filled in the application form, please press Ctrl+S on your computer to save this file, you will then need to go back to the [LMA Online Application Portal](#) (LMA-OAP) and upload this file and supporting documents onto the submission point.

Should you require any assistance, please contact our Helpdesk contacts on the LMA-OAP



The Library Monitor Association

For LMA Usage Only

Please note that this document must never be shared with anyone external from the LMA and with any member of staff who has an access lower than Level A

Application Reviewed On	
Reviewed by	
Status	Pending Inspection / Approved / Terminated

*The Interconnected Library Monitor Association (LMA)
is the World's only not-for-profit, student-led school library operator and service provider*

Note that this document does not constitute a legally binding contract but is a Record of Participation.

It is used to protect the LMA and to show evidence that you have knowingly accepted your participation in the LMA

The LMA may also revoke this record of participation at any time



*We are the LMA
For Students, By Students*



The Library Monitor Association

*Connecting Libraries,
Simplifying Access*

Contact Us:

+968 9336 0960

@thelmassociation

#LibraryAccessForAll

