

Application Form to become a Citizens Advice Richmond Volunteer

If you find the form difficult to understand or complete, please contact us.

1. **Name:** Mr/Ms/other (please state)

2. **Address:**

..... **Postcode:**

3. **Telephone:**

4. **Email (if you have access):**

5. **Are you currently:**

Employed (full or part time)

Not employed

Studying

6. **Are you interested in any particular type of volunteer role(s)?**

e.g. adviser, administrator, research and campaigning, trustee, supervising and training

.....

7. **Describe any skills you have that would be useful for the role you wish to do.**

Some we have thought of include dealing with people face-to-face or on the phone, speaking/writing a language other than English, sign language, filing, research, using a computer, helping people to learn

.....

.....

.....

.....

.....

8. **Is there anything you have done over the past few years that you would like to tell us about?**

e.g. employment, work experience, volunteering, community activity (involvement in tenants' associations, school activities, support groups, etc), caring for children, other relatives or a friend, classes, training courses

.....

.....

.....

.....

.....

.....

.....

9. Why do you want to volunteer for the CAB? What do you hope to get from the experience?

.....
.....
.....

10. What do you think are some of the main problems facing your community?

.....
.....

11. It is useful to know when you will be available to volunteer. Please indicate below the full days when you are generally available - please tick all that apply:

- | | | |
|-----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday | |

Are there any times that you are unlikely to be available, e.g. school holidays?

.....
.....

12. **This question relates to our Generalist Adviser role only** - are you willing to commit to our three month in-house training programme?

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Applicable |
|------------------------------|-----------------------------|---|

13. Is there anything else you would like to say about yourself?

.....
.....
.....
.....
.....
.....
.....

14. References

Please give the names and addresses of two people, other than your family, who can tell us about you – e.g. an employer, teacher or someone who knows you well.

If you have worked or volunteered at another CAB, you must include this as one of your referees. We reserve the right to contact the bureau to obtain a full reference.

Name:

Name:

Address:

Address:

.....

.....

.....

.....

Postcode:.....

Postcode:.....

Email:

Email:

15. Please tell us about any specific needs you would like us to take into account, either at the interview or if we offer you a volunteer role e.g. mobility.

This information will be treated as strictly confidential.

.....

.....

.....

Please note: To ensure the safety of our clients, the Citizens Advice service requires that all volunteers who have direct access to clients, where any part of the work is primarily targeted at legally defined vulnerable adults or children, have their criminal records checked. However, the Citizens Advice service is committed to the promotion and delivery of equal opportunities to volunteers and so has a policy to ensure ex-offenders are not discriminated against.

All offences, other than sexual crimes against a child or vulnerable adult, will be treated on an individual basis taking into account issues such as the risk to the client, the circumstances of the offence (eg what it was, is it relevant to the volunteer role, how long ago it was) and the reputation of the bureau.

Signed:

Date:

Please return this form to:

Volunteer Recruitment
Citizens Advice Richmond
5th Floor, Regal House
70, London Road
Twickenham
TW1 3QS

Monitoring information

The CAB service aims to provide equal opportunities and fair treatment for all people applying to be volunteers regardless of race, sex, disability, sexual identity or marital status.

In order to achieve these aims we have a policy of monitoring the recruitment and composition of bureau staff and volunteers. All information will be treated confidentially. **This information will not affect your application.**

Age

- <25 25-34 35-44 45-54 55-64 65+

Gender

- Female Male

Do you consider yourself to have a disability?

- Yes No

Ethnic Origin

White	Mixed	Asian or Asian British	Black or Black British	Gypsy / traveller	Chinese or Other Ethnic Group
British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Gypsy / traveller <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Black African <input type="checkbox"/>		Other Ethnic Group <input type="checkbox"/>
Other White <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Black <input type="checkbox"/>		
	Mixed British <input type="checkbox"/>	Other Asian <input type="checkbox"/>			
	Other Mixed <input type="checkbox"/>				

What made you apply to be a volunteer? e.g. newspaper article, poster, through a friend

.....
.....

Data Protection Act 1998

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for up to a year after the date on which it is submitted. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

For the purposes of the Act the Data Controller is CAB.

I give my consent to sensitive personal information being recorded and stored.

Signed

Date: