

# Volunteer application form for Social Research Campaigner



If you need this form in another format please contact us via the website

[www.citizensadvice-richmond.org/contact-us](http://www.citizensadvice-richmond.org/contact-us)

## 1. Personal details

<b>Surname:</b>	
<b>First name:</b>	
<b>Address and postcode:</b>	
<b>Email address / contact telephone number:</b>	
<b>Preferred method of contact:</b>	

**Are you currently (please tick one):**

- Employed (full time)
- Employed (part time)
- Not employed
- Studying
- Retired

**2. Describe your skills and experience that would be useful for the role of Social Research Campaigner**

**3. Why do you want to volunteer for Citizens Advice Richmond? What do you hope to gain from the experience?**

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

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**5. Availability**

We need to know when you will be available to volunteer.

**Can you confirm that you will be available to work from home using the internet for two full days a week while our office based activities are restricted?**

**Yes**

**No**

**When office based activities resume can you be available to work for short periods at our Hampton Hill or Sheen office as the need arises while continuing to work mainly from home?**

**Yes**

**No**

**6. Are there any times that you're unlikely to be available, e.g. school holidays?**

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

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**8. Are there any adjustments we can make to assist you in your application and / or interview?**

This information will be treated as confidential.

**9. Is there any equipment or support that we can provide to help you carry out the volunteer role itself?**

This information will be treated as confidential. Please be assured that we will be supportive in discussing any adjustments with you at any stage of the recruitment and selection process. If you are appointed to the Social Campaigner Role our IT team will discuss with you whether you will be able to fulfil the role with help to make adjustments to your own laptop or PC or whether it will be necessary to equip you with a laptop geared specifically for the role.

**10. References**

Please give the names and addresses of two people, who know you in a work related, academic or professional capacity. For example, an employer, teacher or tutor, colleagues or ex-colleagues, or someone who knows you well (other than your family).

**Referee 1:**

<b>Name:</b>	
<b>Address and postcode:</b>	
<b>Email address / contact telephone number:</b>	
<b>In what capacity do they know you?</b>	

**Referee 2:**

<b>Name:</b>	
<b>Address and postcode:</b>	
<b>Email address / contact telephone number:</b>	
<b>In what capacity do they know you?</b>	

**Our policy on convictions**

We typically only carry out Standard, Enhanced and Enhanced with child and or adult barred list, Disclosure & Barring Service (DBS) checks for roles working directly with clients in services targeted at vulnerable adults or children. Other roles such as conducting home visits, or providing immigration advice, and trustees who have authority to sign cheques or authorise invoices, or treasurers may require a Basic disclosure check.

Citizens Advice Richmond will ask about unspent convictions after a conditional volunteer role or employment offer. Having a criminal record is not in itself a barrier, and we will only take relevant convictions or sexual offences into account. If you are concerned about this and would like to discuss your individual circumstances further, please contact [bradley.johnson@citizensadvice-richmond.org](mailto:bradley.johnson@citizensadvice-richmond.org)

Our policy is in place to make sure ex-offenders are treated fairly. We consider each offence individually, looking at issues like risk to the client, how long ago it took place, the circumstances and whether they are relevant to the volunteer role. Anyone with a caution or conviction for a sexual offence against a child or vulnerable adult is considered unsuitable to volunteer.

**Entitlement to work or volunteer**

If you are from outside the EU / EEA, it's important you check that you are permitted to volunteer or carry out 'unpaid work' in addition to your main reason for entering the country, to avoid jeopardising your visa status.

If you cannot find the answer clearly on your immigration documentation, contact the UK Border Agency ([www.gov.uk/contact-ukvi-inside-outside-uk](http://www.gov.uk/contact-ukvi-inside-outside-uk))

<b>Declaration</b>	
All the information I have provided above is accurate to the best of my knowledge.	
Signed:	Date:

<b>If you have given us any information about your health, disability or access requirements, under data protection law we need your explicit consent to hold or use that information.</b>	
<b>We will only use it in order to allow us to make reasonable adjustments and/or to keep you safe, and it will be held securely.</b>	
I give my consent for this information to be used by Citizens Advice Richmond	
Signed:	Date:

**Please return this form to: [mark.weston@citizensadvice-richmond.org](mailto:mark.weston@citizensadvice-richmond.org) or post to Citizens Advice Richmond, 1<sup>st</sup> Floor 94-102 High Street, Hampton Hill, Hampton, TW12 1NY**

### **How we will use your information**

The information you give us on this form will be used to help us decide whether to recruit you as a volunteer - this is our 'legitimate interest' under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely. We will retain unsuccessful application forms for up to 1 year from the date the application form was received.

If you are recruited we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.

All use of volunteer information will be relevant to their involvement, and may include:  
Making changes to role, support or equipment to improve accessibility

- Contacting volunteers when necessary
- Monitoring statistical details of our volunteers
- Providing ongoing support to volunteers
- Addressing problems or complaints

You have legal rights over your data, including access to it, and the right to ask that it is corrected, restricted or deleted. There is more information on these rights on the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)

If you have any questions about the use of your data, please contact us:

[www.citizensadvice-richmond.org/contact-us](http://www.citizensadvice-richmond.org/contact-us)