



# Citizens Advice Rural Cambs Volunteer Application Form

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

1. **Name:** Mr/Ms/other (please state) ..... **Surname:** .....  
**First name:** ..... **Preferred name:**.....
2. **Address:** ..... **Postcode:** .....
3. **Telephone:** .....
4. **Email (if you access regularly):**  
.....
5. **Are you interested in any particular type of volunteer role(s)?**  
e.g. gateway assessor, adviser, administrator, receptionist, social policy co-ordinator, trustee  
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.....
6. **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  
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7. **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  
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**8. Why do you want to volunteer for Citizens Advice? What do you hope to get from the experience?**

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

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**10. It is useful to know when you will be available to volunteer. Please indicate below the times when you are generally available:**

**Monday**

am.....  
pm.....

**Thursday**

am.....  
pm.....

**Tuesday**

am.....  
pm.....

**Friday**

am.....  
pm.....

**Wednesday**

am.....  
pm.....

**Please indicate approximately how many hours or days per week you would like to volunteer for:** .....

**Please indicate any commitments that you have which might affect your volunteering role at Citizens Advice eg employment, dependant care, school holidays etc**

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

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**12. References**

Please give the names and addresses of two people who can comment on your suitability to volunteer at Citizens Advice e.g. an employer, teacher, community leader or someone who knows you well. These should not include relatives or, wherever possible, purely personal friends.

**Name:** .....

**Name:** .....

**Address:** .....

**Address:** .....

.....

.....

.....

.....

**Postcode:**.....

**Postcode:**.....

**Email:** .....

**Email:**.....

**Relationship to you** .....

.....

**13. 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, childcare responsibilities. This information will be treated as strictly confidential.**

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**Please note:**

**Criminal Record Checks**

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. In addition we ask all those accepted as volunteers to declare any unspent convictions as part of our standard screening process.

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 Citizens Advice.

**Volunteers from Bulgaria, Romania or ALL non-European Union Countries**

You must take responsibility for checking your visa/entry clearance conditions to ensure that you are allowed to volunteer in the UK without jeopardising your visa status.

Help and information on this can be obtained from the UK Border Agency

**I declare that the information in this application form is correct to the best of my knowledge.**

**IF FILLING OUT THIS FORM ONLINE, please tick here to confirm your declaration**

**Signed:** .....

**Date:** .....

**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 Citizens Advice Rural Cambs

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

**IF FILLING OUT THIS FORM ONLINE, please tick here to confirm your consent**

Signed .....

Date: .....

**Please return this form to:**

**Recruitment Administration, Citizens Advice Rural Cambs,  
9 Church Mews, Wisbech, Cambs, PE13 1HL**