Application form to become a Volunteer with Citizens Advice Bromsgrove and Redditch

Thank you for your interest in Volunteering with the Citizens Advice

We will use this form to:

* Shortlist suitable applications for interview
* Understand more about your interests and availability so we can match you to a suitable role

Before completing this form please read the last section on Policies and Data

Protection Statement.

For more information, or if you'd like to complete this form in an alternative format please contacttraining@cabr.org.uk

**About you**

|  |  |
| --- | --- |
| **Name:** |  |
| **What pronouns do you use to**  **describe yourself?** |  |
| **Email address:** |  |
| **Phone number:** |  |
| **Address:** |  |
| **Preferred method of contact:** |  |

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| --- |
| **What motivated you to apply to volunteer with Citizens Advice?**  Please include the reason you want to volunteer and what you hope to get from the  experience as well as any skills or experience you have that could help you in this role. |
|  |

**Your Preferences and Availability**

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| --- |
| **Are you interested in any particular type of volunteer role(s)?**  For example, Giving information and advice face to face, phone, email or webchat,  fundraising, customer service/reception, admin, IT, research and campaigns, media  [Please note that applicants must be 16 or over to provide advice to clients]. |
|  |

**Availability**

**When are you usually free to volunteer your time? Tick any and all that apply**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning |  |  |  |  |  |
| Afternoon |  |  |  |  |  |

|  |
| --- |
| **How many hours per week, or days per week would you like to volunteer for?**  **(Please note for advisers we request a minimum of 1 full day/2 half days per week )** |
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| **Are there any times that you’re unlikely to be available, e.g. school holidays?** |
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# Additional Information

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| **Are there any dates and times when you are unavailable for an interview?** |
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|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Are you aware of any circumstances that could be a**  **conflict of interest?**  This may include other volunteering or paid work you have in other organisations such as a local housing association, local authority, government body, criminal or civil court, another organisation that provides advice. |  |  |
| **Are you a current client of Citizens Advice?**  Many volunteers have used the service before but we are unable to offer volunteer roles to clients who are currently receiving advice, to ensure there is no conflict of interest. |  |  |

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| **How did you hear about this opportunity?**  For example, local Citizens Advice website, another website, word of mouth, through your local community, through your university and college, at a volunteering fair or event, through your own experience of accessing the Citizens Advice service, or other? |
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## References

Please give the names, address and contact details of two people, who know you well but not a member of your family. This could be a friend, employer, teacher, tutor, a colleague, or former-colleague where you have worked or volunteered before.

**Referee 1:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Full Address and postcode:** |  |
| **Email address / contact telephone number:** |  |
| **In what capacity do they know you?** |  |

**Referee 2:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Full Address and postcode:** |  |
| **Email address / contact telephone number:** |  |
| **In what capacity do they know you?** |  |

# What happens next?

Once we've reviewed your application, we'll be in touch. If shortlisted we will invite

you to a face to face interview and request references from those you have listed.

We will ask you about any additional support needs you think we should know

about in order to enable you to participate in an interview.

If you're successful at the interview, we will ask if you can provide us with ID

(ideally photo ID, but don’t worry if you haven’t got this, we can discuss other

options as this isn’t a barrier to volunteering with us).

|  |
| --- |
| **Declaration**  All the information I have provided above is accurate to the best of my knowledge. |
| Signed: Date: |

**Please return this form to:**

Jayne Davies

Training and Recruitment Manager

Citizens Advice Bromsgrove and Redditch

50-52 Birmingham Road

Bromsgrove

Worcestershire

B61 0DD

Email: training@cabr.org.uk

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# Policies

**Entitlement to work or volunteer**

If you are not a UK or Irish citizen, it’s important you check 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. You can find more information on the [NCVO website](https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/recruiting-and-welcoming-volunteers/volunteers-from-overseas/#visas-and-volunteering).

**Our policy on convictions**

We only ask about criminal convictions and criminal records after we’ve made a

conditional offer of volunteering. This is to help make sure that volunteers are

selected based on their skills and potential.

Having a criminal record is not in itself a barrier to volunteering. Please note that it is Citizens Advice policy not to recruit any individual who has an unspent conviction (for all roles) for a sexual offence against a vulnerable adult or child and our policy not to recruit any individual who has a spent, or unspent, conviction (for roles that require a Standard or Enhanced DBS check) for a sexual offence against a vulnerable adult or child. This is the case regardless of when the offence took place. Citizens Advice public liability insurance excludes this. Where an offer of volunteering is subject to a Disclosure and Barring Service (DBS) check, we will inform you of this.

If you wish to contact us to discuss your individual circumstances at an earlier

stage, please contact Chris Roberts Chief Officer Citizens Advice Bromsgrove and Redditch

at the above address. There is no expectation or requirement for you to do so as we will

provide you with a Criminal Record self-disclosure form to complete after

a conditional offer of a volunteering role has been made. The self-disclosure form

you will receive contains information about privacy notice and legal rights over

your data in relation to convictions and criminal records data.

**Privacy Notice**

We’ll use the information you provide in your application form in order for Citizens Advice Bromsgrove and Redditch to progress your application for becoming a volunteer.

This is done under our legitimate interests in potentially onboarding you as a

volunteer and to contact you to further progress your application.

Your information will be accessed by colleagues involved in the recruitment

process and will be securely stored on secure staff drive for one year.

If you'd like to exercise any of your individual rights under data protection legislation please contact:

Chris Roberts

Chief Officer

Citizens Advice Bromsgrove and Redditch

50-52 Birmingham Road

Bromsgrove

Worcestershire

B61 0DD