



Citizens Advice Chelmsford Volunteer Application Form

First name	
Address & postcode	
Email and / or telephone	
Preferred method of contact	

Volunteer role, skills and experience

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

2. Describe any skills you have that would be useful for the role you're interested in: For example, talking to people face to face or on the phone, IT skills, helping people learn, speaking / writing in a language other than English, British Sign Language, good verbal / written communication skills, problem solving, co-ordinating teams, social media skills, etc.

3. Is there anything you have done over the past few years that you would like to tell us about? For example, employment, work experience, volunteering, community activity (involvement in tenants' associations, school activities, support groups), caring for children, other relatives or friends, classes, training courses etc.

4. Why do you want to volunteer for Citizens Advice? What do you hope to get from the experience?

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

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Availability

It's useful to know when you will be available to volunteer. Please indicate below the times when you are generally available:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

6. How many hours per week, or days per week would you like to volunteer for?

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7. Are there any times that you're unlikely to be available, e.g. school holidays?
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8. Is there anything else you would like to say about yourself?

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9. Are there any adjustments we can make to assist you in your application and / or interview? This information will be treated as confidential.
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10. Is there any equipment or support that we can provide to help you carry out the volunteer role itself?
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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.

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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:

Name:	
Address and postcode:	
Email address / contact	
In what capacity do they know	

Referee 2:

Name:	
Address and postcode:	
Email address / contact	
In what capacity do they know	

How did you hear about this volunteering opportunity?

Please give details below:

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Our policy on convictions

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 conviction for a sexual offence against a child or vulnerable adult is considered unsuitable to volunteer.

Chelmsford Citizens Advice 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 Recruitment@chelmsfordcab.org

Entitlement to work or volunteer If you are from outside the EU / EEA, 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. If you cannot find the answer clearly on your immigration documentation, contact the UK Border Agency (www.gov.uk/contact-ukvi-inside-outside-uk)

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

<p>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. 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.</p> <p>I give my consent for this information to be used by Chelmsford Citizens Advice</p>	
Signed:	Date:

Please return this form to:

Recruitment

Citizens Advice Chelmsford

Burgess Well House, Coval Lane

Chelmsford CM1 1FW Telephone 01245 205605 recruitment@chelmsfordcab.org

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 do not retain unsuccessful application forms. 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:

- Contacting volunteers when necessary
- Making changes to role, support or equipment to improve accessibility
- Monitoring statistical details of our volunteers
- Providing ongoing support to volunteers
- Monitoring the quality of advice given to clients
- 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

If you have any questions about the use of your data, please contact Recruitment@chelmsfordcab.org



Volunteer diversity monitoring information and form

Citizens Advice values diversity, promotes equality, and challenges discrimination. We welcome and encourage volunteer applications from

people of all backgrounds, age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation. Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no discrimination in the recruitment process. To do this we need to know about the diversity profile of people who apply for volunteer roles at Chelmsford Citizens Advice.

General Data Protection Regulations

Under data protection law we are allowed to ask for this information as it's sole purpose is to allow us to monitor the diversity of our applicants. The information you give us will be kept securely, is confidential and will be used for monitoring our equality policies only. It will not be seen by anyone responsible for making recruitment decisions. If you would prefer not to answer any of the questions we ask, please leave them blank.

Age

Which age bracket do you fit into?
Put a cross in the relevant box.

Under 25	<input type="checkbox"/>	25-34	<input type="checkbox"/>
35 -44	<input type="checkbox"/>	45-54	<input type="checkbox"/>
55-64	<input type="checkbox"/>	Over 65	<input type="checkbox"/>

Gender

Please put a cross in the relevant box

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Ethnic origin

How would you describe yourself? please put a cross in the relevant box.

Could you please indicate your ethnic origin by ticking one of the following?									
White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White Other	<input type="checkbox"/>	White Romany/Gypsy/Traveller	<input type="checkbox"/>		
Mixed White & Black Caribbean	<input type="checkbox"/>	Mixed White & Black African	<input type="checkbox"/>	Mixed White & Asian	<input type="checkbox"/>	Mixed Other	<input type="checkbox"/>		
Asian (British) - Indian	<input type="checkbox"/>	Asian (British) - Pakistani	<input type="checkbox"/>	Asian (British) - Bangladeshi	<input type="checkbox"/>	Asian (British) – Other	<input type="checkbox"/>		
Black (British) – Caribbean	<input type="checkbox"/>	Black (British) - African	<input type="checkbox"/>	Black (British) - Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any Other	<input type="checkbox"/>

Disability

Do you consider yourself to be a disabled person or do you have a long-term physical or mental health condition? Put a cross in the relevant box.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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NB. The information on this form is for monitoring purposes only. We follow the social model of disability which believes that it is the barriers created by society which disable people. If you require any additional support or equipment in relation to the recruitment process or that would enable you to carry out the volunteer role, please tell us on the application form or during the interview.