



APPLICATION FORM TO BE A CITIZENS ADVICE HILLINGDON VOLUNTEER – CONFIDENTIAL

PLEASE EMAIL THIS FORM TO: volunteer@hillingdoncab.org.uk OR POST IT TO: Uxbridge CAB, The Colonnade, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW

First Name(s): _____

Surname: _____

Address: _____

Home Phone Number: _____ Mobile Phone Number: _____

Email Address: _____

Please indicate what type of role(s) you are applying for below. Please note we will only consider applications that fit in with the vacancies that are listed on our volunteer availability sheet: http://www.hillingdoncab.org.uk/recruitment.htm

Table with 3 columns: Role, Office, Day

Please note: To ensure the safety of our clients, the Citizens Advice service requires that all staff that 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 staff 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 (e.g. what it was, is it relevant to role, how long ago it was) and the reputation of the bureau. Anyone with a conviction for a sexual offence against a child or vulnerable adult, whenever it was committed, is not considered suitable to volunteer within the service and will not be taken on by a Citizens Advice bureau.

Have you been convicted for a sexual offence against a child or vulnerable adult? YES / NO

Criminal Convictions. Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? YES / NO

If yes, please provide details of the offence and the date of conviction.

Details: _____

Date of the offence: _____

REFERENCES

Please give the Names and Email address of two people who are not related to you who can tell us about you. (It is our policy to request references for all voluntary and paid staff selected).

Reference 1

Name:

Email:

Reference 2

Name:

Email:

Once you have attended an information session and advised us that you want to continue with your application to volunteer we will contact your referees before we invite you for an interview.

Do you give us your permission to contact your referees before we invite you for an interview? **YES / NO**

Signature..... **Date**.....

VOLUNTEER APPLICATION ADDITIONAL INFORMATION

The times volunteers are expected to volunteer is stated on the Role Description.

We may be able to offer some flexibility with time commitments for applicants in exceptional circumstances if the service delivery allows for this. Please note that all requests will be considered but may not be granted due to service delivery requirements and thus placement may be terminated.

Please refer to the Personal Specification relevant to the role applied for and describe any experience, skills/training/qualifications that support your application. For example skills gained through domestic experience may be of equal worth as work experience, e.g. language skills, numeracy and literacy, sign language, interviewing, filing, dealing with people on the telephone, computer skills etc.

Please tell us about any formal or informal community activities / voluntary work you have done in the past or present that may be relevant to your application.

Please tell us about any specific needs you would like us to take into account. E.g. mobility, special needs. This information will be treated as strictly confidential.

Please tell us below how you found out about voluntary work with the Citizens Advice Bureau.
(Please tick relevant box)

Citizens Advice Hillingdon website		Friend/Relative	
Citizens Advice website		Called into a Bureau	
Brunel University		Other (please state)	

CITIZENS ADVICE HILLINGDON

EQUAL OPPORTUNITIES MONITORING INFORMATION

THIS FORM WILL NOT BE SEEN BY THE SHORTLISTING/INTERVIEWING PANEL.

The Citizens Advice Service aims to provide equal opportunities and fair treatment for all people applying to be bureau workers, regardless of race, sex, disability or whether they are lesbians or gay men.

The Service is also committed to ensuring that bureau workers reflect the community that they serve. In order to monitor the effectiveness of the Equal Opportunities Policies, we would be grateful if you would complete this monitoring form.

We assure you that:

- The information provided will not be seen by the short listing/interviewing panel or form the basis of any part of recruitment and selection.
- The information from the application form is confidential and will only be used for statistics.
- Should you choose not to complete this section, this will not affect your application.

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 purpose of the Act the Data Controller is Citizens Advice Hillingdon.

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I have given consent to sensitive personal information being recorded and stored.

Signature.....Date.....

EQUAL OPPORTUNITIES MONITORING INFORMATION

A. Please tick FEMALE MALE

B. Please indicate your age group.

Under 25 25 – 34 35 – 44 45 – 59 60 - 64 65+

C. Do you have a responsibility for the care of the following:
e.g. Children: YES NO Elderly: YES NO Disabled: YES NO

D. Please indicate which ethnic group you belong to (N.B. these categories are recommended by the Commission for Racial Equality).

- | | |
|---|--|
| A. White <input type="checkbox"/> | F. Indian <input type="checkbox"/> |
| B. Irish (white) <input type="checkbox"/> | G. Pakistani <input type="checkbox"/> |
| C. Black Caribbean <input type="checkbox"/> | H. Bangladeshi <input type="checkbox"/> |
| D. Black African <input type="checkbox"/> | I. Chinese <input type="checkbox"/> |
| E. Black Other (please specify) | Z. Other (please spec). <input type="checkbox"/> |

E. Would you describe yourself as having a disability? YES/NO

Are you registered disabled? YES/NO

F. The Citizens Advice Bureau Service has a specific equal opportunities policy for Lesbians and gay men, and is committed to positive action to implement the policy.

Due to the nature of discrimination against lesbians and gay men, the service has decided, after extensive discussions, not to conduct quantitative monitoring of lesbians and gay men.

Would you like to make any comments about our monitoring form?

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