|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| X:\Logos\Citizens Advice  Logo_CMYK_pdf.pngApplication to volunteer with Citizens Advice Hammersmith and Fulham **Further information can be found at** [**www.cahf.org.uk**](http://www.cahf.org.uk) **or** [**www.citizensadvice.org.uk**](http://www.citizensadvice.org.uk)  **Use the tab key to navigate through the form.**  **Please feel free to continue answers to any question on a separate sheet if necessary.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **First Name:** | | | | |  | | | | | | | **Last Name** | | | | | |  | | | | | | |
| **Title:** | | | | |  | | | | | | | **Date of Birth:** | | | | | |  | | | | | | |
| **Address:** | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Borough:** | | | | | Choose an item. | | | | | | | | | | | | | | | | | | | |
| **Postcode:** | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Tel Mobile:** | | | | |  | | | | | | | **Tel home:** | | | | | |  | | | | | | |
| **Email:** | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Please select the volunteer role/s you are interested in and meet the commitment for.**  **You only need to select one, but can choose more if you wish.** | | | | | | | | | | | | | | | | | | | | | | | | |
| Assessor Choose an item.  Office Assistant Choose an item.  Digital Champion (TechMate) Choose an item.  Library Support Choose an item.  Financial Capability Trainer Choose an item.  Data Analyst Choose an item.  Finance Choose an item.  Campaigns Choose an item.  Trustee Board Member Choose an item.  (please state)  Other  Choose an item. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Our summary of roles sheet indicates the minimum commitment required for each volunteer role. Please indicate below which days and times you are generally available. Our volunteers are on site 9.30am to 5pm.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Monday** | | | | | | **Tuesday** | | | | **Wednesday** | | | | | **Thursday** | | | | | | **Friday** | | | |
|  | AM |  | | PM | |  | AM |  | PM |  | AM | |  | PM |  | | AM | |  | PM |  | AM |  | PM |
| **Please indicate approximately how many hours or days per week you intend to volunteer for:** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there any times that you are likely to be unavailable?e.g. school holidays, exam periods, extended holidays, etc. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **In no more than 300 words, we would like you to explain:**   * Why you want to volunteer in this role with us. * Your current situation / commitments / responsibilities and how you will be able to balance this with a volunteer role at Citizens Advice H&F. * The skills and experiences that you already have that are relevant to this role and the skills and experiences you are looking to develop. * We are looking for volunteers that are committed and reliable; tell us what you will add to our team. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please list any other skills / experience that you are willing to bring to volunteering, outside of the direct role you are interested in**. For example; fluent in other languages, photography, advanced IT, social media, graphics/media/editing, marketing/promotion, fundraising, etc. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Is there anything else you would like to say about yourself? | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Non-EU / accession country volunteers: Please check your visa or entry clearance conditions to ensure you are entitled to take up unpaid work. There are no penalties for the organisation but volunteering may breach your immigration status.Please note: 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. 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 (e.g. what it was, is it relevant to the volunteer role, how long ago it was) and the reputation of the service. 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, should not apply and will not be taken on by Citizens Advice. | | | | | | | | | | | | | | | | | | | | | | | | |
| References Please give the names and contact details of two people, other than your family, who can tell us about you – for example an employer, tutor or someone who knows you well. | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | Name: | | |  | | | | | | | | |
| Address: | | |  | | | | | | | | | | Address: | | |  | | | | | | | | |
| Email: | | |  | | | | | | | | | | Email: | | |  | | | | | | | | |
| 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 restrictions, childcare responsibilities. This information will be treated as strictly confidential. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signed:** | | |  | | | | | | | | | | **Date:** | | |  | | | | | | | | |
| Please return this form to: [volunteer@cahf.org.uk](mailto:volunteer@cahf.org.uk)Citizens Advice Hammersmith and Fulham, Avonmore Library and Neighbourhood Centre, 7 North End Crescent, London, W14 8TG | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monitoring information The Citizens Advice service aims to provide equal opportunities and fair treatment for all people applying to be volunteers. As part of this policy the service is committed to ensuring that our staff and volunteers reflect the community that we serve. In order to achieve these aims we have a policy of monitoring the recruitment and composition of our staff and volunteers. As part of this monitoring process we ask for your co-operation in completing the questions in this section. We wish to give you the following assurances:   * The information provided will not form the basis of any part of the selection. * All information in the application form will be regarded as confidential. * This monitoring information will only be used for statistics. * If you choose not to complete this section, this will not affect your application   Please select as appropriate: | | | | | | | | | | | | |
| Age: | | | Choose an item. | | | Gender: | | | Choose an item. | | | |
| Would you describe yourself as disabled? | | | | | | Choose an item. | | | | | | |
| **From the menu below, please select what prompted you to apply to be a Citizens Advice volunteer** | | | | | | | | | | | | |
| Choose an item. | | | | | | | | | | | | |
| Pease indicate your ethnic origin by ticking one box: | | | | | | | | | | | | |
| White | | | | Mixed | | | | | | Asian or Asian British | | |
|  | British | | |  | White and Black Caribbean | | | | |  | Indian | |
|  | Irish | | |  | White and Black African | | | | |  | Pakistani | |
|  | Other White | | |  | White and Asian | | | | |  | Bangladeshi | |
|  |  | | |  | Other Mixed | | | | |  | Other Asian | |
| Black or Black British | | | | | | | Chinese or other Ethnic Group | | | | | |
|  | Black Caribbean | | | | | |  | Chinese | | | |
|  | Black African | | | | | |  | Other Ethnic group | | | |
|  | Other Black | | | | | |  |  | | | |
| Data Protection Act 1998 and General Data Protection Regulation 2018 As part of the recruitment procedure we may collect and special category 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. Special category personal data is defined as information relating to any of the following: race or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life.  If your application is successful we will retain the information whilst you are a volunteer with us, and for a year after.  For the purposes of the Act the Data Controller is the Chief Executive, Citizens Advice Hammersmith and Fulham. 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 my consent to special category personal information being recorded and stored. You can [find out more about your data rights on the Information Commissioner’s website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/). | | | | | | | | | | | |
| Signature: | |  | | | | | Date: | | |  | |