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| 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 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? | | | | | | | | | | | | | | | | | | | | | | | | |
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| Our policy on convictionsHaving a criminal record is not in itself a barrier to volunteering, and we will only take relevant convictions or sexual offences into account. 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 caution or conviction for a sexual offence against a child or vulnerable adult is considered unsuitable to volunteer.Please answer the question below:  |  |  | | --- | --- | | Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?For more information see: <http://hub.unlock.org.uk/knowledgebase/a-simple-guide-to-the-roa/> | Yes / No Delete as appropriate | | If YES please provide details of the offence and the date of conviction: | |  If you are concerned about this and would like to discuss your individual circumstances further, please contact [volunteer@cahf.org.uk](mailto:volunteer@cahf.org.uk)Entitlement to work or volunteerIf 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](http://www.gov.uk/contact-ukvi-inside-outside-uk)) | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | |

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| 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 | | | | | |  |  | | | |
| **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 those involved in the recruitment process, and will be stored securely. We will retain unsuccessful application forms for up to 1 year from the date the application form was received.  **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. By signing the declaration below, you agree for us to hold this data in order to allow us to make reasonable adjustments and/or to keep you safe, and it will be held securely.** If you are recruited we will retain your contact information in order to involve and support you and will provide you with our Volunteer Privacy Policy at induction.  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](http://www.ico.org.uk)  If you have any questions about the use of your data, please contact [volunteer@cahf.org.uk](mailto:volunteer@cahf.org.uk) | | | | | | | | | | | |
| **Declaration: All the information I have provided above is accurate to the best of my knowledge.** | | | | | | | | | | | |
| Signature: | |  | | | | | Date: | | |  | |