

Argyll and Bute Citizens Advice - Volunteer Application Form



Name			
Address			
Telephone		Email	

Are you interested in any particular type of volunteer role(s)? (E.g. adviser, administration, social policy, board of trustees, etc.)

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Describe skills you have that may be useful for the volunteering role(s). (Examples might include completing admin tasks, research, using computers, helping people face to face or by phone, communicating in another language etc.)

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What have you done anything in the past few years that might help you as a volunteer? (Examples might include volunteering, training, working, community activities, being a carer etc.)

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Tell us why you would like to volunteer? What would you hope to gain from it?

How did you find out about volunteering? (E.g. friend, poster, internet, newspaper etc.)

When are you available for volunteering? We ask advice workers to volunteer for at least 6 hours per week. The Bureau is open Monday to Friday 9 to 5

Is there anything else you would like to say about yourself or add in support of your application?

Volunteers who wish to train as advisers:

Have you ever committed an offence under section 25 and 26 (1) (d) or (g) of the immigration act 1971? (These offences concern assisting illegal entry, falsifying documentation or obstructing the authorities investigating immigration offences. If you have committed one of the offences above you may still be able to be an advisor: however, we would have to contact the Office of Immigration Services Commissioner in order to discuss the issues.)

Please tick as appropriate:

Yes

No

References

Please give the contact details of two people, other than your family, who can tell us about you - for example, an employer, teacher or someone who knows you well.

First Referee	Second Referee
Name	Name
Organisation	Organisation
Address	Address
Postcode	Postcode
Phone	Phone
Email	Email

Please describe anything you require to enable your participation in an interview or if we offer you a volunteering role? (e.g. documents in large type, wheelchair access, communication aides, etc.) This information will only be used to help the bureau make reasonable adjustments and will remain confidential.

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Please feel free to continue answers to any question on a separate sheet if necessary. If you need help to complete the form, please don't hesitate to call us on 01546 605550. You can return the form by post or email to:

Post: Volunteer Applications, Argyll & Bute Citizens Advice Bureau, 18 Argyll Street, Lochgilphead, Argyll PA31 8NE

Email: info@abcab.org.uk

Signature:	Date:

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 3 months 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 purposes of the Act the Data Controller is Jen Broadhurst, Argyll & Bute Citizens Advice Bureau

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 sensitive personal information being recorded and stored.

Signature:	Date:
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