



Application form to become a Citizens Advice volunteer

If you find the form difficult to understand or complete, please contact your local Citizens Advice.

1.	Title: Mr/Ms/other (please state)	
2.	Name:	
3.	Email:	
4.	Phone: mobile home	
5.	Address: Postcode:	
6.	Which volunteer role are you interested in?: (Tick box as applicable)	
	Receptionist/ Administrator	<input type="checkbox"/> Other (please state)
	Adviser	<input type="checkbox"/>
7.	Describe any skills you have that would be useful for the role you wish to do. Some we have thought of include dealing with people face-to-face or on the phone, speaking/writing a language other than English, sign language, filing, research, using a computer, helping people to learn	
8.	Is there anything you have done over the past few years that you would like to tell us about? e.g. employment, work experience, volunteering, community activity (involvement in tenants' associations, school activities, support groups, etc.), other kinds of unpaid work, classes, training courses	

9.	Why do you want to volunteer for the CAB? What do you hope to get from the experience?																		
10.	What do you think are some of the main problems facing your community?																		
11.	<p>It is useful to know when you will be available to volunteer. Please indicate below when you are generally available:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Mon</th> <th style="width: 15%;">Tues</th> <th style="width: 15%;">Wed</th> <th style="width: 15%;">Thurs</th> <th style="width: 15%;">Fri</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; padding-right: 5px;">am</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">pm</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Please indicate which day(s) per week you would like to volunteer for:</p> <p>Are there any times that you are unlikely to be available, e.g. school holidays?</p>		Mon	Tues	Wed	Thurs	Fri	am						pm					
	Mon	Tues	Wed	Thurs	Fri														
am																			
pm																			
12.	Is there anything else you would like to say about yourself?																		

13.	<p>References Please give the names and addresses of two people, other than your family, who can tell us about you – e.g. an employer, teacher or someone who knows you well. Please provide an email address if possible – this is our preferred method of contact.</p>
	<p>Referee 1</p> <p>Email:</p> <p>Name:</p> <p>Address:</p> <p> </p> <p> </p> <p>Postcode:</p> <p>Referee 2</p> <p>Email:</p> <p>Name:</p> <p>Address:</p> <p> </p> <p> </p> <p>Postcode:</p>
14.	<p>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. This information will be treated as strictly confidential.</p>
	<p>Our policy on convictions</p> <p>We only carry out Disclosure & Barring Service (DBS) checks for roles working directly with clients in services targeted at vulnerable adults or children. Our policy is in place to make sure ex-offenders are treated fairly.</p> <p>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.</p> <p>Entitlement to work or volunteer</p> <p>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.</p> <p>If you cannot find the answer clearly on your immigration documentation, contact the UK Border Agency.</p>

	<p>Signed:</p> <p>Date:</p>
	<p>Please return this form to: recruitment@readingcab.org.uk Volunteer recruitment, Citizens Advice Reading, Minster Street, Reading RG1 2JB</p>