



Application form to become a CAB volunteer

Please read the accompanying information before completing this form.
If you find the form difficult to understand or complete, please contact your local bureau.

CONTACT DETAILS

1. **Full Name:** Mr/Mrs/Ms/other (please state)
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2. **Address:**
..... **Postcode:**

3. **Telephone:**

4. **Email (if you have access):**

SKILLS, KNOWLEDGE AND ABILITIES

5. **Having read the job specification, which volunteer role(s) are you particularly interested in applying for?**
e.g. trustee, Chair, Treasurer
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6. **Describe any skills you have which meet the job specification for the role(s) you wish to do.**
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7. Is there anything you have done over the past few years that you would like to tell us about?

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INTEREST IN THE WORK OF CAB

8. What do you think are some of the main problems facing your community?

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9. What prompted you to approach the CAB?

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|-----------------------------------|--------------------------|--------------------------------|--------------------------|-------------------------------------|--------------------------|----------------------|
| Concern for welfare of community | <input type="checkbox"/> | Sense of social responsibility | <input type="checkbox"/> | Participation in local community | <input type="checkbox"/> | Skills development |
| Increasing social network | <input type="checkbox"/> | Improving career prospects | <input type="checkbox"/> | Improving health and well-being | <input type="checkbox"/> | Personal development |
| Alignment with CAB principles | <input type="checkbox"/> | Quality of service | <input type="checkbox"/> | Previous experience of organisation | <input type="checkbox"/> | None of these |
| Other (please state) | | | | | <input type="checkbox"/> | Don't know |

COMMITMENT AND AVAILABILITY

10. When will you be available to volunteer?

Are there any times that you are likely to be unavailable, e.g. school holidays?

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Are there any times that your availability is likely to increase, e.g. outside term time?

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REFERENCES

11. 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.

Name:

Name:

Address:

Address:

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Postcode:.....

Postcode:.....

Email:

Email:

12. 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.

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Notes for applicants

Applicants should draw to the panel's attention any potential conflicts with the Merton and Lambeth CAB's interests which could lead you to be influenced, or to be reasonably seen to be influenced, by the possibility of significant personal gain (or loss) of a financial or non-financial nature. Such conflicts might arise from:

- (1) Posts held in the course of employment or practice, including partnerships and directorships.
- (2) Any contract for goods, services or works between Merton and Lambeth CAB and you or any firm or organisation in which you are a partner, director or employee.
- (3) Any office held in a public or professional body (other than Merton and Lambeth CAB or where the appointment is by Merton and Lambeth CAB).
- (4) Any position in an organisation which might be affected by commercial decisions taken by Merton and Lambeth CAB. This includes organisations which provide services which Merton and Lambeth CAB provides to its members, including publishing, educational courses, training, or other commercial activities; and organisations which provide advice or other services in competition with Merton and Lambeth CAB.
- (5) Membership of a body whose principal purposes include influencing public opinion or policy in areas relevant to Merton and Lambeth CAB's work.
- (6) Any significant financial interest relevant to the Merton and Lambeth CAB's work.
- (7) The interests of a relative or related-party, where –
 - a) you are aware of the interest; and
 - b) a fair-minded observer might reasonably perceive a conflict of interest.

Ordinary professional activities such as attending courses with an education provider or membership of an accreditation scheme do not create a conflict.

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 (eg what it was, is it relevant to the volunteer role, how long ago it was) and the reputation of the bureau.

Signed:

Date:

Please return this form to:

**Jacki Harvey
Merton and Lambeth Citizens Advice Bureaux Limited
7 Crown Parade
Morden
SM4 5DA**

Monitoring information

The CAB service aims to provide equal opportunities and fair treatment for all people applying to be volunteers regardless of race, sex, disability, sexual identity or marital status.

In order to achieve these aims we have a policy of monitoring the recruitment and composition of bureau staff and volunteers. All information will be treated confidentially. **This information will not affect your application.**

Age

- <25 25-34 35-44 45-54 55-64 65+

Gender

- Female Male Yes No

Do you consider yourself to have a disability? If yes, please give details

- Yes No

Do you have caring responsibilities?

- Yes No

Ethnic Origin

| White | Mixed | Asian or Asian British | Black or Black British | Gypsy / traveller | Chinese or Other Ethnic Group |
|--|--|---|--|--|---|
| <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other White | White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Mixed British <input type="checkbox"/> Other Mixed <input type="checkbox"/> | Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian <input type="checkbox"/> | Black Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Other Black <input type="checkbox"/> | Gypsy / traveller <input type="checkbox"/> | Chinese <input type="checkbox"/> Other Ethnic Group <input type="checkbox"/> |

Where did you hear about becoming a CAB volunteer? e.g. newspaper article, poster, through a friend

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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 purposes of the Act the Data Controller is Merton & Lambeth Citizens Advice Bureau

I give my consent to sensitive personal information being recorded and stored.