



CONFIDENTIAL
POOLE Citizens Advice Bureau
54 Lagland Street
Poole
Dorset BH15 1QG

Telephone
01202 680838 (Advice)
01202 670716 (Admin)
01202 644479 (Fax)

APPLICATION FORM TO BE A CAB ADVICE WORKER

Before you complete this form, please read the accompanying notes

1. NAME
Mr/Miss/Ms/Mrs/Other (please state)

2. ADDRESS

Telephone No
Email.

3. Date of Birth

4. Are you interested in any particular type of work?
e.g. advice work, reception, clerical or management committee

5. Why do you want to volunteer for the CAB. Please tell us what you hope to gain from volunteering.

6. Describe any skills you have which could be useful for the work you wish to do. All sorts of skills and work experience are useful. These are some we have thought of:

Using reference material for information or research purposes

Dealing with people face to face or on the phone

Using a calculator

Helping people to learn

Speaking on someone else's behalf

Using sign language

Explaining information to other people.

You might think of others. (Continue on a separate sheet if necessary)

**7. What do you think are some of the main problems facing your community?
(Continue on a separate sheet if necessary).**

8. Is there anything else you want to say about yourself, including if you have any specific needs you would like us to take into account if we offer you a volunteer role, e.g. mobility.

9. ROTA

Which days and times are you able to work for CAB?

Could you occasionally, given notice, fill in for someone else on a different day?

10 . REFERENCES

Please give the names and addresses of two people who are not related to you who can tell us about you.

We may wish to contact them before an interview. May we have your permission to do this?

(Your application will not be affected if you say no).

YES / NO

(1)

(2)

Please note that to ensure the safety for our clients, the Citizens Advice Bureau service requires that all volunteers who work in specialist projects with vulnerable clients undertake a Criminal Records Bureau Check. Volunteers who work in the generalist setting are not required to have a CRB check. However we are committed to the promotion and delivery of equal opportunities and so have a policy to ensure that ex-offenders are not discriminated against. All offences, other than sexual crimes against children and vulnerable adults, will be treated on an individual basis taking into account the circumstances of the offence, the risk to clients and the reputation of the CAB service.

Signature _____ Date _____

Please return this form to:

**The Bureau Manager
Poole Citizens Advice Bureau
54 Lagland Street, Poole
Dorset BH15 1QG
Email: Richard@poolecab.co.uk**

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 Richard Bristow CAB.

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

Signed

Date:

ANONYMOUS

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

Do you consider yourself to have a disability?

- Yes No

Ethnic Origin

Asian or Asian British

- Bangladeshi Indian Pakistani
 Other (please specify)

Black or Black British

- African Caribbean
 Other (please specify)

Chinese

- Any Chinese Background (please specify)
.....

White

- British Irish
 Other (please specify)

Any other background (please specify)

What made you apply to be volunteer? eg newspaper article, poster, through a friend

.....
.....