Application form to become a Volunteer with

Citizens Advice Copeland

Thank you for your interest in Volunteering with the Citizens Advice Copeland.

We will use this form to:

* Shortlist suitable applications for interview
* Understand more about your interests and availability so we can match you to a suitable role

Before completing this form please read the last section on Policies and Data

Protection Statement.

For more information, or if you'd like to complete this form in an alternative format please contactus on 01946 693321.

**About you**

|  |  |
| --- | --- |
| **Name:** |  |
| **What pronouns do you use to**  **describe yourself?** |  |
| **Email address** |  |
| **Phone number** |  |
| **Address** |  |
| **Preferred method of contact:** |  |

\_\_\_\_

|  |
| --- |
| **What motivated you to apply to volunteer with Citizens Advice?**  Please include the reason you want to volunteer and what you hope to get from the  experience as well as any skills or experience you have that could help you in this role. |
|  |

**Your Preferences and Availability**

|  |
| --- |
| **Are you interested in any particular type of volunteer role(s)?**  For example, trustee, adviser, email adviser, form filling, fundraising, research and campaigns, promoting our services in the community [Please note that applicants must be 16 or over to provide advice to clients]. |
|  |

**Availability**

**When are you usually free to volunteer your time? Tick any and all that apply**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning (9am -1pm) |  |  |  |  |  |
| Afternoon (1pm - 5pm) |  |  |  |  |  |
| My availability may  vary week to week |  | | | | |

|  |
| --- |
| **How many hours per week, or days per week would you like to volunteer for?** |
|  |

|  |
| --- |
| **Are there any times that you’re unlikely to be available, e.g. school holidays?** |
|  |

# 

# Additional Information

|  |
| --- |
| **Are there any dates and times when you are unavailable for an interview?** |
|  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Are you aware of any circumstances that could be a**  **conflict of interest?**  This may include other volunteering or paid work you have in other organisations such as a local housing association, local authority, government body, criminal or civil court, another organisation that provides advice. |  |  |
| **Are you a current client of Citizens Advice?**  Many volunteers have used the service before but we are unable to offer volunteer roles to clients who are currently receiving advice, to ensure there is no conflict of interest. |  |  |

If yes to any of the above, our volunteer and recruitment officer will be in contact to discuss it with you.

|  |
| --- |
| **How did you hear about this opportunity?**  For example, our website, another website, word of mouth, through your local community, through your university and college, at a volunteering fair or event, through your own experience of accessing the Citizens Advice Copeland service, or other? |
|  |

# 

# What happens next?

Once we've reviewed your application, we'll be in touch. If shortlisted we will invite

you to an informal interview, either online or in-person, to get to know you better.

We will ask you about any additional support needs you think we should know

about in order to enable you to participate in an interview.

If you're successful at the interview, we will ask if you can provide us with ID

(ideally photo ID, but don’t worry if you haven’t got this, we can discuss other

options as this isn’t a barrier to volunteering with us).

We will also ask you for the names and contact details of two people, who know

you in a work related, academic or professional capacity. This could be an

employer, teacher, tutor, a colleague, or former-colleague where you have worked

or volunteered before. It could also be someone who knows you well (but not a

member of your family).

|  |
| --- |
| **Declaration**  All the information I have provided above is accurate to the best of my knowledge. |
| Signed: Date: |

|  |
| --- |
| **If you are under 16, please also ask your parent or legal guardian to sign the**  **permission below.** |
| I understand the volunteer role and possible time commitment and give  permission for……………………….[volunteer’s name] to undertake this role if successful. |
| Signed: Date: |
| Relationship to applicant: |

**Please return this form to:**

via email: [advice@cacopeland.org](mailto:advice@cacopeland.org)

Or post to:

Phoenix House

3-5 Jacktrees Road

Cleator Moor

CA25 5BD

# 

# Policies

**Entitlement to work or volunteer**

If you are not a UK or Irish citizen, 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. You can find more information on the [NCVO website](https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/recruiting-and-welcoming-volunteers/volunteers-from-overseas/#visas-and-volunteering).

**Our policy on convictions**

We only ask about criminal convictions and criminal records after we’ve made a

conditional offer of volunteering. This is to help make sure that volunteers are

selected based on their skills and potential.

Having a criminal record is not in itself a barrier to volunteering. Please note that it is Citizens Advice policy not to recruit any individual who has an unspent conviction (for all roles) for a sexual offence against a vulnerable adult or child and our policy not to recruit any individual who has a spent, or unspent, conviction (for roles that require a Standard or Enhanced DBS check) for a sexual offence against a vulnerable adult or child. This is the case regardless of when the offence took place. Citizens Advice public liability insurance excludes this. Where an offer of volunteering is subject to a Disclosure and Barring Service (DBS) check, we will inform you of this.

If you wish to contact us to discuss your individual circumstances at an earlier stage, please contact Chloe Gill, Training, Volunteer and Recruitment Officer on 01946 693321 or email: [chloe@cacopeland.org](mailto:chloe@cacopeland.org) There is no expectation or requirement for you to do so as we will provide you with a Criminal Record self-disclosure form to complete after a conditional offer of a volunteering role has been made. The self-disclosure form you will receive contains information about privacy notice and legal rights over your data in relation to convictions and criminal records data.

**Privacy Notice**

We’ll use the information you provide in your application form in order for Citizens Advice Copeland to progress your application for becoming a volunteer.

This is done under our legitimate interests in potentially onboarding you as a

volunteer and to contact you to further progress your application.

Your information will be accessed by colleagues involved in the recruitment

process and will be securely stored on our recruitment/personnel google drive for 1 year from the date that application was received

Click this link [here](https://citizensadvicecopeland.org.uk/index.php/volunteer-application-form/) to our privacy policy for volunteers.

If you'd like to exercise any of your individual rights under data protection legislation please contact Shelley Hewitson, Chief Officer on 01946 693321.

**Volunteer diversity monitoring information**

The Citizens Advice service is committed to valuing diversity and promoting equality. We encourage and welcome applications from all people, whatever their background, who are interested in applying to be volunteers regardless of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to be volunteers in the service. Please help us by providing the following information.

All information will be treated confidentially and will be separated from your application form before your application is considered.

If you prefer not to answer any of the questions, please leave them blank.

**Age**

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

**Gender**

* Female ❒ Male ❒ I prefer to use another term (e.g.androgyne):…..........................

**Ethnic origin**

How would you describe yourself?

Choose **one** section and tick the appropriate box within it.

* **White**
* British ❒ English ❒ Scottish ❒ Welsh ❒ Northern Irish ❒ Irish
* Gypsy or Irish Traveller ❒ Any other White background, please state………………………
* **Mixed Heritage**
* White and Black Caribbean ❒ White and Black African ❒ White and Asian
* Any other Mixed background, please state…………………………….
* **Asian or Asian British**
* Indian ❒ Pakistani ❒ Bangladeshi
* Any other Asian background, please state……………………………..
* **Black or Black British**
* Caribbean ❒ African ❒ Any other Black background, please state……………………….
* **Chinese or other ethnic group**
* Chinese ❒ Arab ❒ Any other, please state………………………………….

**Disability**

The Citizens Advice service believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

❒ Yes ❒ No

**Sexual orientation**

What is your sexual orientation?

* Bisexual ❒ Gay man ❒ Gay woman / lesbian ❒ Heterosexual / straight ❒ I prefer to use another term (please state): ........................................

**Transgender**

Is your gender identity the same as the gender you were assigned at birth?

Yes ❒ No ❒

**Religion or belief**

Which group below do you most identify with?

* No religion ❒ Christian (inc. Church of England, Catholic, Protestant & other denominations)
* Buddhist ❒ Hindu ❒ Jewish ❒ Muslim ❒ Sikh
* I prefer to use another definition (please state): ................................

**Data Protection Act**

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 Citizens Advice Copeland

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

**Signed:** **Date:**