

Clackmannanshire Citizens Advice Bureau

APPLICATION TO BECOME A CAB VOLUNTEER

Please feel free to continue answers to any question on a separate sheet if necessary. If you need help to complete the form, please call your local bureau. The address and contact details are at the end of the form.

Name			
Address			
Telephone	Email		

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

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2. 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 a language other than English, etc.)

3. Have you done anything in the past few years that might help you as a volunteer? (for example volunteering, training, working, community activities, being a carer, etc.)

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4. Tell us why you would like to volunteer for the CAB? What would you hope to gain from it and why would you like to volunteer for CAB in particular?

5. How did you find out about CAB volunteering (e.g. friend, poster, internet, etc.)

6. **When are you available for volunteering?** We ask advice workers to volunteer for at least 6 hours per week. Please tick below the times when you are generally available:

	Monday	Tuesday	Wednesday	Thursday	Friday
MORNING (9AM – 1 PM)					
Afternoon (noon – 430)					
Are there times you are unlikely to be available? Please describe.					

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7. Is there anything else you would like to say about yourself or add?

8. 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 circle as appropriate.

Yes

No

9. REFERENCES

Please give the names and addresses 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
Name
Address
Postcode
Phone
Email

Second Referee
Name
Address
Postcode
Phone
Email

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10. 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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General Data Protection Regulation and Data Protection Act 2018

By completing this application you are giving consent for Clackmannanshire Citizens Advice Bureau to retain any information, including any sensitive personal data deemed necessary in relation to the recruitment process. We are registered with the Information Commissioner's Office under ZA146386 and will process your personal data in accordance with the General Data Protection Regulation and Data Protection Act 2018. You can revoke this consent at any time.

It is our policy to store data relating to recruitment procedures for up to 6 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 **Jonny Miller – Chief Executive**

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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Please return this form to:

**HR Team
Glebe Hall
Burgh Mews
Alloa
FK10 1HB**

CLA-HRandFinance@clackscab.casonline.org.uk

To help us monitor the diversity of our applicants, please also complete our [Equality & Diversity Monitoring Form](https://forms.microsoft.com/e/ASmLdzNhH1) - <https://forms.microsoft.com/e/ASmLdzNhH1>