Citizens Advice Enfield – Charity Shop

Volunteer Application form

If you need this form in another format, please contact Citizens Advice Enfield Charity Shop – theshop370@enfieldcab.org.uk

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First name:** |  |
| **Address and postcode:** |  |
| **Email address / contact telephone number:**  |  |
| **Preferred method of contact:** |  |

**Volunteer role, skills and experience**

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| **1. Which volunteer role are you interested in applying for:** |
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| **2. Describe any skills you have that would be useful for the role you’re****interested in:**For example: good communication skills, excellent customer care service, sales skills, be able to work in a team, ability to be friendly and polite and ability to follow procedures.  |
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| **3. Is there anything you have done over the past few years that you would like** **to tell us about?**For example, employment, work experience, volunteering, community activityclasses, training courses etc. |
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| **4. Why do you want to volunteer for Citizens Advice? What do you hope to****get from the experience?** |
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| **5. What do you think are some of the main problems facing your community?** |
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**Availability**

It’s useful to know when you will be available to volunteer. Please indicate

below the times when you are generally available:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Morning10.00 - 13.00 |  |  |  |  |  |  |
| Afternoon13.00 - 16.00 |  |  |  |  |  |  |

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| **6. How many hours per week, or days per week would you like to volunteer for?**  |
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| **7. Are there any times that you’re unlikely to be available, e.g. school holidays?** |
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| **8. Is there anything else you would like to say about yourself?** |
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| **9. Are there any adjustments we can make to assist you in your****application and / or interview?** This information will be treated as confidential. |
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| **10. Is there any equipment or support that we can provide to help you carry out the volunteer role itself?** This information will be treated as confidential. Please be assured that we will be supportive in discussing any adjustments with you at any stage of the recruitment and selection process. |
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| **11. How did you hear about volunteering with Citizens Advice Enfield Charity Shop?** |
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## References

Please give 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).

**Referee 1:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address and postcode:** |  |
| **Email address / contact telephone number:** |  |
| **In what capacity do they know you?** |  |

**Referee 2:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address and postcode:** |  |
| **Email address / contact telephone number:** |  |
| **In what capacity do they know you?** |  |

**Our policy on convictions**

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.

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.

Citizens Advice Enfield will ask about unspent convictions after a conditional volunteer role or employment offer. Having a criminal record is not in itself a barrier, and we will only take relevant convictions or sexual offences into account. If you are concerned about this and would like to discuss your individual circumstances further, please contact Francesca Bull, theshop370@enfieldcab.org.uk or telephone 020 8292 7187.

 **Please answer the question below:**

|  |  |
| --- | --- |
| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? For more information see: <http://hub.unlock.org.uk/knowledgebase/a-simple-guide-to-the-roa/>  | Yes / No |
| If YES please provide details of the offence and the date of conviction: |

**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.

If you cannot find the answer clearly on your immigration documentation, contact the UK Border Agency ([www.gov.uk/contact-ukvi-inside-outside-uk](http://www.gov.uk/contact-ukvi-inside-outside-uk))

EU/EEA nationals from other countries are entitled to volunteer if they have one of the following statuses to volunteer:

* Pre-settled status
* Settled status
* A visa status that allows volunteering (as outlined on the NCVO website: [www.knowhow.ncvo.org.uk/your-team/volunteers/recruiting/volunteers-from-overseas](https://knowhow.ncvo.org.uk/your-team/volunteers/recruiting/volunteers-from-overseas))

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

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| **If you have given us any information about your health, disability or access requirements, under data protection law we need your explicit consent to hold or use that information.** **We will only use it in order to allow us to make reasonable adjustments and/or to keep you safe, and it will be held securely.**I give my consent for this information to be used by Citizens Advice Enfield  |
| Signed: Date: |

**Please return this form by email, post or hand delivered to:**

**Citizens Advice Enfield - Charity Shop**

**370 Green Lanes**

**London**

**N13 5PE**

**Tel: 020 8292 7187**

**theshop370@enfieldcab.org.uk**

**How we will use your information**

The information you give us on this form will be used to help us decide whether to recruit you as a volunteer - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely. We do not retain unsuccessful application forms.

If you are recruited we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.

All use of volunteer information will be relevant to their involvement, and may include:

* Contacting volunteers when necessary
* Making changes to role, support or equipment to improve accessibility
* Monitoring statistical details of our volunteers
* Providing ongoing support to volunteers
* Addressing problems or complaints

You have legal rights over your data, including access to it, and the right to ask that it is corrected, restricted or deleted. There is more information on these rights on the Information Commissioner’s Office website: [www.ico.org.uk](http://www.ico.org.uk)