



Elmbridge (West)

Application form to become a Citizens Advice volunteer

If you find the form difficult to understand or complete, please contact us on 01932 248670 or email enquiries@caew.org.uk

Application number:

1. **Name:** Mr / Ms / other (please state).....
2. **Address:** **Postcode:**
3. **Telephone:**
4. **Email (if you have access):**
5. **Are you interested in any particular type of volunteer role(s)?**
e.g. adviser, receptionist, administrator, social policy co-ordinator, campaigner, PR and marketing, fundraiser, IT support co-ordinator, trustee, financial capability worker, peer education worker, information assistant, gateway assessor
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6. **Describe any skills you have that would be useful for the role you wish to do.**
Some we have thought of include dealing with people face-to-face or on the phone, speaking / writing a language other than English, sign language, filing, research, using a computer, helping people to learn
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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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e.g. employment, work experience, volunteering, community activity (involvement in tenants' associations, school activities, support groups, etc), caring for children, other relatives or a friend, classes, training courses

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8. **Why do you want to volunteer for the CAB? What do you hope to get from the experience?**

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

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10. **It is useful to know when you will be available to volunteer. Please indicate below the times when you are generally available:**

Monday

am.....
pm.....

Thursday

am.....
pm.....

Tuesday

am.....
pm.....

Friday

am.....
pm.....

Wednesday

am.....
pm.....

Saturday

am.....
pm.....

Please indicate approximately how many hours or days per week you would like to volunteer for:

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

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11. **Is there anything else you would like to say about yourself?**

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12. References

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:.....

13. 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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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 (e.g. what it was, is it relevant to the volunteer role, how long ago it was) and the reputation of the bureau. Anyone with a conviction for a sexual offence against a child or vulnerable adult, whenever it was committed, is not considered suitable to volunteer within the service and will not be taken on by a Citizens Advice bureau.

Signed:

Date:

Please return this form to:

Margaret Bourne Chief Executive – margaret.bourne@caew.org.uk