Application to become a volunteer with Uttlesford Citizens Advice

Thank you for your interest in Volunteering with Uttlesford Citizens Advice.

We will use this form to 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 01799 618840 or email emma.horton@uttlesfordca.org.uk

**About you**

| **Name:** |  |
| --- | --- |
| **What pronouns do you use to**  **describe yourself?** |  |
| **Email address:** |  |
| **Phone number:** |  |
| **Area of residence (town/city):** |  |
| **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, giving information and advice face to face, over the phone, or by email or webchat; helping clients with form filling; client support in the community; fundraising or helping with events; administration; IT support; research and campaigns; helping with communications and social media.  [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  9.00 – 13.00 |  |  |  |  |  |
| Afternoon  12.00 – 16.00 |  |  |  |  |  |
| Evening |  |  |  |  |  |
| My availability may  vary week to week |  | | | | |

| **How many hours per week, or days per week would you like to volunteer for?** Ideally we like volunteers to commit to one day a week, but we can be flexible. |
| --- |
|  |

| **Are there any times that you’re unlikely to be available, e.g. school holidays?** |
| --- |
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# 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, we will be in contact to discuss it with you.

| **How did you hear about this opportunity?**  For example, local Citizens Advice 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 service, or other? |
| --- |
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# What happens next?

Once we've reviewed your application, we'll be in touch to 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). If you’d like to discuss who can be a referee at an earlier stage you are welcome to get in touch with us, but there is no expectation or requirement for you to do so.

| **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: emma.horton@uttlesfordca.org.uk or you can post it to us at Uttlesford Citizens Advice, Barnards Yard, Saffron Walden, CB11 4EB.**

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# 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 Kate Robson, our CEO, on 01799 526557 or email [kate.robson@uttlesfordca.org.uk](mailto:kate.robson@uttlesfordca.org.uk). There is no expectation or requirement for you to do this 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 Uttlesford Citizens Advice 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 Google drive for no longer than 12 months.

If you'd like to exercise any of your individual rights under data protection legislation please contact Kate Robson, our CEO, on 01799 526557 or email [kate.robson@uttlesfordca.org.uk](mailto:kate.robson@uttlesfordca.org.uk). You can find our full privacy policy at [www.uttlesfordca.org.uk](http://www.uttlesfordca.org.uk). A printed copy can be provided on request.

**Volunteer diversity monitoring information**   
  
**Background**

Citizens Advice values diversity, promotes equality, and challenges discrimination. We welcome and encourage volunteer applications from people of all backgrounds, age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.  
  
Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no discrimination in our recruitment process. To do this we need to know about the diversity profile of people who apply for volunteer roles at Uttlesford Citizens Advice.

**Data protection overview**

**If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Uttlesford Citizens Advice.**

**The information you give us will be kept securely, won't be shared outside the service and is confidential.**

**It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.**

**If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes.**

**If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us.**  
  
Note on accessibility: If you are using keyboard only and need to put a cross in the relevant box, you should be able to arrow across, and type in the box. If this is not possible put a cross next to the relevant box. If you need this form in another format please contact your Uttlesford Citizens Advice.

**Diversity Monitoring Form**

| **Which volunteer role are you applying for?** |  |
| --- | --- |

**Age**  
Which age bracket do you fit into? Put a cross in the relevant box.

| Under 25 |  |
| --- | --- |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54 |  |
| 55 - 64 |  |
| 65 and over |  |
| Prefer not to say |  |

**Gender**  
What term best describes your gender? Put a cross in the relevant box or write in a preferred term.

| Female |  |
| --- | --- |
| Male |  |
| I prefer to use another term  Please write in……………………………………... |  |
| Prefer not to say |  |

**Sexual orientation**  
What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

| Heterosexual/Straight |  |
| --- | --- |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Bisexual |  |
| I prefer to use another term  Please write in………………………………………. |  |
| Prefer not to say |  |

**Ethnic origin**  
How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

| **A.  White** | English/Welsh/Scottish/Northern Irish/British |  |
| --- | --- | --- |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background  Please write in………………………………………. |  |
| **B.  Mixed/multiple ethnic groups** | White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other Mixed/multiple ethnic background  Please write in………………………………………. |  |
| **C.  Asian/Asian British** | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian Background  Please write in………………………………………. |  |
| **D. Black/African/ Caribbean/Black British** | African |  |
| Caribbean |  |
| Other Black/African/Caribbean background  Please write in………………………………………. |  |
| **E. Other ethnic group** | Arab |  |
| Any other ethnic group  Please write in………………………………………. |  |
| **Prefer not to say** |  |  |

**Disability**   
A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities**.’

Do you consider yourself to be disabled under the Equality Act 2010?

| Yes |  |
| --- | --- |
| No |  |
| Prefer not to say |  |

*The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.*

**Gender Identity**  
Do you identify as \*Trans?

| Yes |  |
| --- | --- |
| No |  |
| Prefer not to say |  |

**\*Trans is an umbrella term to describe people whose identity is not the same as the sex they were assigned at birth. People under the trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender.**

**Religion or belief**Which group below do you most identify with? Put a cross in the relevant box.

| No religion |  |
| --- | --- |
| Christian (including all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion or belief  Please write in………………………………………. |  |
| Prefer not to say |  |

**How did you hear about this opportunity?**

Please include details below:

|  |
| --- |