

Application form to become a Leeds CAB volunteer



Please read the accompanying information before completing this form.

1. **Name:** Mr/Ms/other First name..... Surname.....

2. **Address:**

..... **Postcode:**

3. **Telephone:** **Email:**

4. **Date of Birth:**

5. **Are you interested in any particular type of volunteer role(s)?**
eg adviser, administrator, receptionist, advice support worker, social policy worker, trustee

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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, typing using a computer, helping people to learn

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7. **Have you any prior experience or training which might help in your chosen role.? If so please make a list with dates.**

eg employment, work experience, volunteering, community activity (involvement in tenants' associations, school activities, support groups, etc), 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	Tuesday	Wednesday
am.....	am.....	am.....
pm.....	pm.....	pm.....
 Thursday	 Friday	
am.....	am.....	
pm.....	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, eg school holidays?
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11. Which of our bureaux would you like to be based at? Please indicate in order of preference.

- City Centre East Leeds (Crossgates) Otley South Leeds (Morley) West Leeds (Pudsey)

12. Please state why you think we should offer you a place as a volunteer at Leeds CAB.

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13. References

Please give the names and addresses of two people, other than your family, who can tell us about you – eg an employer, teacher or someone who knows you well.

Name:

Name:

Address:

Address:

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Postcode:.....

Postcode:.....

14. 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 eg mobility.
This information will be treated as strictly confidential.

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Please note: 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.

For insurance purposes however please indicate whether you have ever received a conviction or caution for any of the following:

- Embezzlement or fraud against an employer or client **YES/NO**
- Deception – obtaining property by deception or identity theft **YES/NO**
- Drug importation or large-scale drug dealing **YES/NO**

Data Protection Act 1998

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, gender, religious beliefs, health and convictions.

For the purposes of the Act the Data Controller is Leeds CAB.

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

Signed

Date:

Signed:

Date:

Please return this form to: Leeds CAB, Westminster Buildings, 31 New York Street, Leeds, LS2 7D

Monitoring information

The CAB service aims to provide equal opportunities and fair treatment for all people applying to be volunteers regardless of race, sex, disability, sexual identity or marital status.

In order to achieve these aims we have a policy of monitoring the recruitment and composition of bureau staff and volunteers. All information will be treated confidentially.

This information will not affect your application.

Age

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

Gender

- Female Male

Do you consider yourself to have a disability?

- Yes No

Ethnic Origin

- Asian or Asian British Bangladeshi Indian Pakistani
 Other (please specify)
- Black or Black British African Caribbean
 Other (please specify)
- Chinese Any Chinese Background (please specify)
- White British Irish
 Other (please specify)

Any other background (please specify)

Faith

Which group below do you most identify with?

- No religion Baha'i Buddhist Christian Hindu Jain Jewish Muslim
 Sikh Rather not say

Other (please specify)

Sexual orientation

How would you describe your sexual orientation?

- Bisexual Gay man Heterosexual or 'straight' Lesbian Rather not say

Other (please specify)

What made you apply to be volunteer? eg newspaper article, poster, through a friend

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