

Aberdeen Citizens Advice Bureau

Volunteer Application Form

Personal Details	
Name	
Address	
Postcode	
Telephone no	
Mobile number	
E-mail	
Are you over 18?	

When will you be available for Volunteering? Please highlight your availability.
--

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9:30–12:30	9:30–12:30	9:30–12:30	9:30–12:30	9:30–12:30
Mid-Morning	11:00-2:00	11:00-2:00	11:00-2:00	11:00-2:00	11:00-2:00
Afternoon	1:30 – 4:30	1:30 – 4:30	1:30 – 4:30	1:30 – 4:30	1:30 – 4:30

Please supply the names and addresses of two people we can contact for a character reference.			
Name		Name	
Address		Address	
Post code		Post code	
Position held		Position held	
Telephone no		Telephone no	
E-mail		E-mail	

Why do you want to volunteer with the Bureau? What do you hope to get from the experience?

Describe any skills and experience you have that would be useful. (eg computer skills, dealing with members of the public, computer research filing etc)

Please state what you have been doing over the past few years. (Eg employment, work experience, volunteering, community service, caring for children or relatives, classes, training courses etc)

**Are you available for at least 18 months?
If you are only available at certain times of the year (eg term time) please indicate when you are available.**

Would you say that you have a reasonable knowledge of Scottish Culture, governance and social systems? If not, would you be prepared to do extra training units to compensate for this? (only applicable to the adviser role)

Please tell us about any interests you have.

Do you have any specific needs you would like us to take into account, either at the interview or if we offer you a volunteer role?

Where did you hear about volunteering at the Bureau?

Through a friend

**Aberdeen University
Student Services**

**RGU University
Student Services**

By using the service

Online (Please say where)

Other (please specify)

Please Specify Below

Is there a particular volunteer role you wish to be considered for? Please mark any specific role you might be interested in> Available roles could be:

Role	Description	
Admin	assists with general administrative tasks in the bureau	
General Adviser	provides advice and support to clients on a wide range of issues	
Social Media Organiser Volunteer	assists with looking after the bureau social media accounts	
Fund raising volunteer	assists with raising funds to help run the bureau	
IT volunteer	Ensuring our Information Technology (IT) and web services are maintained and training and supporting our advisers in using these	
Recruitment Champion	assists with recruiting volunteers for the bureau	
Volunteer Researcher	assists with providing the bureau with new and accessible information on a range of topics or projects as decided by the Bureau Manager and/or Trustees	
Social Policy Worker volunteer	Co-ordinating, promoting and being involved in all social policy activities in the bureau	

General Data Protection Regulations

As part of the recruitment procedure we may collect and store personal information about you. This includes your name, date of birth, address, NI number, contact details and housing situation. We are required by law to obtain your consent to such data being recorded. Any information of this nature will be stored securely, treated confidentially and used lawfully.

Additionally there is information called 'special category data' which is defined as information relating to any of the following: gender, racial or ethnic origin, political opinion, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

You can find out more about what we do with your information in our privacy policy. You can read more by visiting <http://www.aberdeencab.org.uk/links.html> or by asking for a copy.

By signing this form I understand that the Scottish Association of citizens Advice Bureau will hold and use personal information about me

Signature		Date	
------------------	--	-------------	--

By signing below I consent to the Scottish Association of citizens Advice Bureau recording special category personal data about me.

Signature		Date	
------------------	--	-------------	--

Immigration Act 1971

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 a volunteer: however, we would have to contact the Office of Immigration Services Commissioner in order to discuss the issue.)

Please select where appropriate	Yes	No
---------------------------------	-----	----

Please return this form to;

**Aberdeen Citizens Advice Bureau
41 Union Street
Aberdeen
AB11 5BN**

**Or email
Volunteering@aberdeencab.casonline.org.uk**