

# Application to become a Reception Worker Volunteer at Walthamstow CAB



Please read the accompanying information before completing this form. If you find the form difficult to understand or complete, please contact Walthamstow CAB for assistance

1. **Name:** Mr / Ms / other (please state)

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2. **Address:** .....

..... **Postcode:** .....

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

4. **Email (if you have access):** .....

5. **Having looked at the 'Key work area and person specification' document for the role of Reception Worker, please describe any particular skills you have that would be useful for the role you wish to do.** This might include dealing with people face-to-face/on the phone, speaking / writing a language other than English, sign language, filing, research, using a computer, helping people to learn etc

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6. **Is there anything you have done over the past few years that you would like to tell us about?** 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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7. Why do you want to volunteer for the CAB? What do you hope to get from the experience?

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

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9. 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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For what period will you be able to work with us?

The next 6 months +  The next 12 months +  The next 24 months +

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

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**11. 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:**.....

**12. 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 (eg what it was, is it relevant to the volunteer role, how long ago it was) and the reputation of the bureau.

**Signed:** .....

**Date:** .....

**Please complete the following monitoring information form, attach it to this application form, and send both documents to:**

**Volunteer Recruitment  
Walthamstow CAB  
167 Hoe Street  
London E17 3AL**

### 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

<b>White</b>	<b>Mixed</b>	<b>Asian or Asian British</b>	<b>Black or Black British</b>	<b>Gypsy / traveller</b>	<b>Chinese or Other Ethnic Group</b>
British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Gypsy / traveller <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Black African <input type="checkbox"/>		Other Ethnic Group <input type="checkbox"/>
Other White <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other Black <input type="checkbox"/>		
	Mixed British <input type="checkbox"/>	Other Asian <input type="checkbox"/>			
	Other Mixed <input type="checkbox"/>				

**What made you apply to be a volunteer?** e.g. newspaper article, poster, through a friend

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**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, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

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

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

Signed .....

Date: .....