Aberdeen Citizens Advice Bureau

Admin 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?  We require admin volunteers to commit to at least one session a week for six months and to attend quarterly volunteer meetings.  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 |
| Afternoon | | 1:00 – 4:00 | 1:00 – 4:00 | | 1:00 – 4:00 | | 1:00 – 4:00 | 1:00 – 4:00 |
|  | | | | | | | | |
| 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 for the administration role. (eg computer skills, dealing with members of the public, 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 6 months?  If you are only available at certain times of the year (eg term time) please indicate when you are available. |
|  |

|  |
| --- |
| What experience do you have of maintaining client confidentiality, if any? |
|  |
| 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 |  | By using the service |  |
| Aberdeen University  Student Services |  | Online (Please say where) |  |
| RGU University  Student Services |  | Other (please specify) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 circle where appropriate | Yes | No |

Please return this form to;

Aberdeen Citizens Advice Bureau

41 Union Street

Aberdeen

AB11 5BN