

Volunteer Application form

All the information you provide on this form will be treated confidentially and recorded and used in accordance with the General Data Protection Regulation. Full details of our Privacy Policy can be found [here](#)

Name:

Date of birth:

Address:

Postcode:

Telephone:

Email:

Which volunteer role(s) currently advertised on our website are you interested in? (see roles available on our website at

<https://citizensadvice-sheffield.org.uk/get-involved/volunteer/>.)

When you have completed this form please return it:

By email: volunteering@citizensadvice-sheffield.org.uk

By post: Volunteer Applications, Citizens Advice Sheffield, 2nd Floor, Furnival House, 48 Furnival Gate, Sheffield S1 4QP

Please tell us about your skills and experience which you think would be useful to this role.

Please check the details of the role(s) you are interested in before completing this form.

For example: you can tell us about previous employment, work experience, volunteering, community activity (involvement in tenants' associations, school activities, support groups, etc.), caring for children, other relatives or a friend, classes, or training courses.

You can also tell us about any community languages you speak.

Why are you applying to be a volunteer?

We are interested to know why you have applied and how you think you may be able to help people in Sheffield sort out some of their problems. If you have previously volunteered at Citizens Advice or another advice service, please tell us about that here.

On which days and times of the week would you like to volunteer?

Are there any days of the week or times of the year (e.g school holidays) when you are not available?

How many hours or days per week would you like to volunteer for?

For how long (months/years) do you expect to be able to volunteer for?

References

Please give the names and addresses of two people, other than your family, who can tell us about you.

If possible, at least one should preferably be someone who knows you in a professional capacity (e.g. an employer, advice centre worker, teacher or tutor) and who can verify what you have told us above, but this is not essential.

If you are a student it would be helpful to have a reference from one of your current lecturers.

If you have previously worked or volunteered for Citizens Advice or another advice service, please provide a reference from them, this may help us to speed up your training.

	Referee 1	Referee 2
Name:		
Address:		
	Postcode:	Postcode:
Email:		
Phone:		
In what capacity does the referee know you?		

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, disability, communication).

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Criminal Records

To ensure the safety of our clients, Citizens Advice 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 (e.g. what it was, is it relevant to the volunteer role, how long ago it was) and the reputation of the bureau.

Anyone with a conviction for a sexual offence against a child or vulnerable adult, whenever it was committed, is not considered suitable to volunteer within the service and will not be taken on by Citizens Advice.

Do you have any unspent criminal convictions?

Yes

No

If yes, please give details.

Have you ever received a caution or conviction for a sexual offence against a child or vulnerable adult, or are you currently on the sex offenders' register?

Yes

No

Signed:

Date: