# Application to Volunteer at South West Aberdeenshire Citizens Advice Bureau (SWACAB)

Thank you for your interest in volunteering with us.

Our recruitment process is robust so that we can match applicants with the most fulfilling volunteering opportunity that we have available. Completing this application form is the first stage of the process.

* If you are using a paper copy of this form and you fill the text box provided for any of the questions, you can continue your answer on a separate sheet.
* If you need guidance or help completing the form, please call Louisa Gallacher on 01224 717714 or e-mail enquiries@swacab.org.uk

For information on how we process your data and your information rights, please refer to our Volunteer role Applicant Privacy Statement, a copy of which is provided.

1. Please provide your details in the table below:

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |
|  |
|  |
| Telephone Number |  |
| Email |  |
| Best contact method |  |
| Best contact time, if applicable |  |

2. How did you find out about volunteering at SWACAB?

**The volunteering you would like to do**

1. We are currently recruiting for:
* Generalist Adviser
* Fundraising Volunteer
* Administration Volunteer
* Trustee/Board Member
* Triage Volunteer
* Social Media Volunteer

Once we know what you are interested in, we will provide more details about the role.

However, if you would like to volunteer in another role, please tell us what role you would like to do or if you are not sure, state what sort of tasks you would enjoy or the kind of role that would suit your interests and skills.

|  |
| --- |
|  |

2. We ask volunteers in some roles to commit to a minimum number of hours per week. Also, it is only possible to do some roles during advice-service opening hours. We will discuss this in more detail with you during the application process. For now, we would like to have an indication of your likely availability so please complete the following two tables:

**Availability Table 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weekly hours you might offer | Up to 3 | 3 to 6 | 6 to 9 | More than 9  |
| Please tick one box |  |  |  |  |

**Availability Table 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| When would you like to volunteer? | Monday | Tuesday | Wednesday | Thursday | Friday |
| Please tick your preferred sessions | Morning |  | Morning |  | Morning |  | Morning |  | Morning |  |
| Afternoon |  | Afternoon |  | Afternoon |  | Afternoon |  | Afternoon |  |
|

**Why you would like to undertake this volunteering**

1. Tell us about your qualities and any previous experience, education, or training that you feel would help you in this volunteer role. ‘Experience’ includes previous volunteering, unpaid caring, community or sporting activities - really anything you feel is relevant.

|  |
| --- |
|  |

2. Please tell us about your motivations and reasons for volunteering and what you would like to get from the experience.

**Other information**

1. Please add anything else you would like to say about yourself or your application.

|  |
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|  |

1. Do you require anything to enable your participation in an interview or a volunteering role if one is offered? (e.g. documents in large type, wheelchair access, communication aides, etc.) This information will only be used to help the bureau make reasonable adjustments and will remain confidential.

3. Only for applicants who wish to train as advisers:

Have you ever committed an offence\* under section 25 and 26 (1) (d) or (g) of the immigration act 1971?

**Please circle/underline your answer: Yes No**

**\***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 be an advisor: however, we would have to contact the Office of Immigration Services Commissioner to discuss this.

## References

Please give the names and addresses of two people, not family, who can tell us about you e.g. an employer, teacher or someone who knows you well. We will only contact them if we offer you a volunteering opportunity.

|  |  |  |
| --- | --- | --- |
| Name |  | Name |
| Address |  | Address |
| Postcode |  | Postcode |
| Phone |  | Phone |
| Email |  | Email |
| Context in which they know you |  | Context in which they know you |

**Information for applicants and declaration**

Any volunteering opportunity will be offered subject to receipt of satisfactory references and subject to a Disclosure Scotland basic disclosure check. For now, you should not tell us anything about whether you have had criminal convictions or not and what any convictions related to. Previous criminal convictions will not necessarily bar you from volunteering for us. Please contact us using the details given below if you have any questions.

SWACAB is committed to meeting its data protection obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). We will store your details for the purposes of progressing your application. Unsuccessful applications will be kept for 6 months. Full details can be found on the privacy notice we have provided you with.

Please sign or type your name below to confirm that the information you have given on this form is correct to the best of your knowledge.

|  |  |
| --- | --- |
| Signature: | Date: |

**Please return this form to:**

**Grahame Paterson**

**Grahame.Paterson@swacab.org.uk**

**Suite 2- 1st Floor Office, Westhill Shopping Centre, Old Skene Road, Westhill, AB32 6RL**

**Document Reviewed Dec 24**