

# Application form to become a volunteer with Newry Citizens Advice



Thank you for your interest in volunteering with Newry & Mourne District Citizens Advice – *the charity for your community.*

You should answer all questions. All information submitted will be treated as confidential.

**Do not enclose CVs as these will not be accepted. Use black ink only. If you have any questions about this form or need any assistance, please contact us.**

|                                  |  |
|----------------------------------|--|
| Name: Mr/Ms/Other (please state) |  |
| Address:                         |  |
| Date of Birth:                   |  |
| Telephone:                       |  |
| Email (if you have access):      |  |

**Are you interested in a particular type of volunteer role(s)?**  
*Roles include: receptionist, form-filler, adviser, Policy Assistant.*

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**Provide a brief history of your work/volunteering experience, if any, (include titles, role descriptions and dates in post):**

| Title and Organisation | Role Description | Dates (to nearest month) |
|------------------------|------------------|--------------------------|
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|                        |                  |                          |
|                        |                  |                          |

**Please set out how your skills and experience make you suited for the role(s) you have identified:**

**What do you hope to get from volunteering at Newry Citizens Advice?**

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

**Please indicate below the times when you are generally available (e.g. Monday mornings, Tuesday all day, Thursday evenings):**

**Please indicate approximately how many hours or days per week you would like to volunteer:**

**Are there any periods that you are unlikely to be available, e.g. holidays?**

The following question relates to applicants for adviser and other roles that deal directly with the public:

Is there any reason why you cannot work with vulnerable adults or children?

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### References

Please give the names and addresses of two people, other than your family, one of these should be your previous employer (if any). If you have previously volunteered with Citizens Advice, one should be the Manager you worked for.

|                                |  |                                |  |
|--------------------------------|--|--------------------------------|--|
| <b>Name:</b>                   |  | <b>Name:</b>                   |  |
| <b>Position:</b>               |  | <b>Position:</b>               |  |
| <b>Address:</b>                |  | <b>Address:</b>                |  |
| <b>Postcode:</b>               |  | <b>Postcode:</b>               |  |
| <b>Telephone and/or email:</b> |  | <b>Telephone and/or email:</b> |  |
| <b>Relationship to you:</b>    |  | <b>Relationship to you:</b>    |  |

Please tell us about any specific needs you would like us to take into account, either at interview or if we offer you a volunteer role e.g. Disability or caring responsibilities.

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**Where did you hear about volunteering at Newry Citizens Advice ?**

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**If you have ever volunteered with Citizens Advice before please state where in the box below:**

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**Declaration**

Please be advised that if you are shortlisted for interview, you will be asked to declare any previous criminal convictions. All advisers and some other roles will be asked to undergo an AccessNI check before starting. An AccessNI check will only be carried out on successful candidates. This information will only be seen by nominated officers separate to the recruitment panel.

Candidates who are selected for interview will also be subject to an identity check. Interviews may include a practical test of numeracy, understanding written information and IT skills.

**I understand that I am applying for a position as a volunteer and that I will have to sign a Volunteer Agreement before commencing with Citizens Advice.**

**I declare that the information given in this application form is correct to the best of my knowledge and I understand that any offer of a volunteering role will be dependent on references being considered satisfactory.**

|               |  |             |  |
|---------------|--|-------------|--|
| <b>Signed</b> |  | <b>Date</b> |  |
|---------------|--|-------------|--|

**Any application submitted electronically by an applicant will be treated as if signed by that applicant.**