



Citizens Advice Barking and Dagenham TRUSTEE volunteer Application form

If you need this form in another format, please contact your local Citizens Advice Barking and Dagenham

Personal details

Surname:	
First name:	
Address and postcode:	
Email address:	
Contact telephone number:	
Preferred method of contact:	

General information for prospective trustee volunteers

What do trustees do?

- Please visit the [Charity Governance Code](#)
- Citizens Advice Barking & Dagenham provide induction and training to support trustees to fulfil their role

To be a Trustee of a charitable company limited by guarantee you must a 'fit and proper person' in law

If you meet these requirements, we welcome your application.

- I am not disqualified from acting as a Charity Trustee or from serving as a Company Director
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I have not been convicted of any offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
- I have not been involved in tax fraud
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have

not been discharged

- I will at all times seek to ensure the charity's funds, and charity tax reliefs received by Citizens Advice Barking & Dagenham as used only for charitable purposes

Minimum Availability & Commitment for Citizens Advice Barking & Dagenham

To develop the best volunteer trustee experience that we can, we need a minimum availability and commitment from you. The minimum expectation we require is:

- To contribute to the good governance of Citizens Advice Barking & Dagenham & abide by the Citizens Advice Code of Conduct
- To attend at least 4-6 trustee board meetings a year & 50% of meetings of any sub-committees you may sit on
- To carry out training if required to meet Citizens Advice good governance & leadership requirements
- To request training & support if you identify a need for it

If you meet these requirements, we welcome your application.

Volunteer role, skills and experience

1. Why are you interested in volunteering as a trustee? What do you hope to get from the experience?

2. Describe any skills you have that would be useful for the role?

3. Is there anything you have done over the past few years that you would like to tell us about?

For example, employment, work experience, volunteering, community activity (involvement in tenants' associations, school activities, support groups), caring for children, other relatives or friends, classes, training courses etc.

4. What do you think are some of the main problems facing your community?
5. What training do you think you may need?
6. Is there anything else you would like to say about yourself?
7. Are there any adjustments we can make to assist you in your application and / or interview? This information will be treated as confidential.

References

Please give the names and addresses of two people, who know you in a work related, academic or professional capacity. For example, an employer, teacher or tutor, colleagues or ex-colleagues, or someone who knows you well (other than your family).

Referee 1:

Name:	
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Address and postcode:	
Email address/contact telephone number:	
In what capacity do they know you:	

Referee 2:

Name:	
Address and postcode:	
Email address/contact telephone number:	
In what capacity do they know you:	

Our policy on convictions

Having a criminal record is not in itself a barrier to volunteering, and we will only take relevant convictions or sexual offences into account. Our policy is in place to make sure ex-offenders are treated fairly. We consider each offence individually, looking at issues like risk to the client, how long ago it took place, the circumstances and whether they are relevant to the volunteer role.

Anyone with a caution or conviction for a sexual offence against a child or vulnerable adult is considered unsuitable to volunteer.

Please answer the question below

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?	Yes / No
For more information see: http://hub.unlock.org.uk/knowledgebase/a-simple-guide-to-the-roa/	
If YES please provide details of the offence and the date of conviction:	

If you are concerned about this and would like to discuss your individual circumstances further, please contact Ms G Smith.

Entitlement to work or volunteer

If you are from outside the EU / EEA, it's important you check you are permitted to volunteer or carry out 'unpaid work' in addition to your main reason for entering the country, to avoid jeopardising your visa status. If you cannot find the answer clearly on your immigration documentation, contact the UK Border Agency (www.gov.uk/contact-ukvi-inside-outside-uk)

Declaration

All the information I have provided above is accurate to the best of my knowledge

Signed:

Date:

If you have given us any information about your health, disability or access requirements, under data protection law we need your explicit consent to hold or use that information.

We will only use it in order to allow us to make reasonable adjustments and/or to keep you safe, and it will be held securely.

I give my consent for this information to be used by Citizens Advice Barking & Dagenham

Signed:

Date:

Please return this form to: Gurjeet.smith@bdcab.org.uk

How we will use your information

The information you give us on this form will be used to help us decide whether to recruit you as a volunteer. It will only be seen by staff involved in the recruitment process, and will be stored securely. We will retain unsuccessful application forms for up to 1 year from the date the application form was received.

If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.

All use of volunteer information will be relevant to their involvement, and may include:

- Contacting volunteers when necessary
- Making changes to role, support or equipment to improve accessibility
- Monitoring statistical details of our volunteers
- Providing ongoing support to volunteers
- Monitoring the quality of advice given to clients
- Addressing problems or complaints

If you have any questions about the use of your data, please contact Ms G Smith at Citizens Advice Barking and Dagenham

Volunteer diversity monitoring information

Background

Citizens Advice values diversity, promotes equality, and challenges discrimination. We welcome and encourage volunteer applications from people of all backgrounds, age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.

Monitoring recruitment and selection procedures is one way that helps us to ensure that there is no discrimination in our recruitment process. To do this we need to know about the diversity profile of people who apply for volunteer roles at Citizens Advice Barking and Dagenham.

Data protection overview

If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice Barking and Dagenham.

The information you give us will be kept securely, won't be shared outside the service and is confidential.

It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.

If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes.

If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us.

Note on accessibility: If you are using keyboard only and need to put a cross in the relevant box, you should be able to arrow across, and type in the box. If this is not possible, put a cross next to the relevant box. If you need this form in another format please contact your

local Citizens Advice Barking and Dagenham.

Diversity Monitoring Form

Applicant ref. number (local Citizens Advice use only):	
Which volunteer role are you applying for?	

Age

Which age bracket do you fit into? Put a cross in the relevant box.

Under 25	
25 - 34	
35 - 44	
45 - 54	
55 - 64	
65 and over	
Prefer not to say	

Gender

What term best describes your gender? Put a cross in the relevant box or write in a preferred term.

Female	
Male	
I prefer to use another term Please write in.....	
Prefer not to say	

Sexual orientation

What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

Heterosexual/Straight	
Gay Man	

Gay Woman/Lesbian	
Bisexual	
I prefer to use another term Please write in.....	
Prefer not to say	

Ethnic origin

How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

A. White	English/Welsh/Scottish/Northern Irish/British	
	Irish	
	Gypsy or Irish Traveller	
	Any other White background Please write in.....	
B. Mixed/multiple ethnic groups	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Any other Mixed/multiple ethnic background Please write in.....	
C. Asian/Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	

	Any other Asian Background Please write in.....	
D. Black/African/ Caribbean/Black British	African	
	Caribbean	
	Other Black/African/Caribbean background Please write in.....	
E. Other ethnic group	Arab	
	Any other ethnic group Please write in.....	
Prefer not to say		

Disability

A disabled person is defined under the Equality Act 2010 as someone with a **‘physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities.’**

Do you consider yourself to be disabled under the Equality Act 2010?

Yes	
No	
Prefer not to say	

The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.

Gender Identity

Do you identify as *Trans?

Yes	
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No	
Prefer not to say	

***Trans is an umbrella term to describe people whose identity is not the same as the sex they were assigned at birth. People under the trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender.**

Religion or belief

Which group below do you most identify with? Put a cross in the relevant box.

No religion	
Christian (including all denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion or belief	
Please write in.....	
Prefer not to say	

How did you hear about this opportunity? Please include details below: