  
Application form to become a Volunteer Trustee with Citizens Advice Winchester District

Thank you for your interest in becoming a Trustee at Citizens Advice Winchester District.

We will use this form to understand more about your interest and motivation to become a Trustee. Before completing this form, please read the last section on Policies and Data Protection Statement.

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds.

For more information, or if you'd like to complete this form in an alternative format, please contact[admin@cawinchesterdistrict.org.uk](mailto:admin@cawinchesterdistrict.org.uk).

**About you**

|  |  |
| --- | --- |
| **First name:** |  |
| **Last name:** |  |
| **What pronouns do you use to describe yourself?** |  |
| **Email address:** |  |
| **Contact telephone number:** |  |
| **Area of residency (town/city):** |  |
| **Preferred method of contact:** |  |

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| --- |
| **Please tell us what has prompted you to apply to become a Trustee of Citizens Advice Winchester District:** |
|  |
| **What skills and expertise would you bring to the Board?** |
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| **If possible, please attach an up-to-date copy of your CV. If you are unable to provide this, please list below details of recent relevant experience including employment, voluntary work, community activities, etc.** |
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| **Do you have any personal or professional links with the Citizens Advice network? If so please specify:** |
|  |

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| --- |
| **Are there any adjustments we can make to assist you in your application and/or interview?** (E.g. an application in larger font or with greater colour contrast, or for an  interview - a hearing loop, wheelchair access, an afternoon interview etc.). This  information will be treated as confidential. |
|  |

|  |  |
| --- | --- |
| **Information, experience, knowledge, skills and abilities** | |
| **It is essential that you complete this section in full. Please refer to the Guidance Notes for Applicants for further details.**   * Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification (found in the role description)**. | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Are you aware of any circumstances that could be a conflict of**  **interest?**  This may include other volunteering or paid work you have in other organisations such as a local housing association, local authority, government body, criminal or civil court, another organisation that provides advice. |  |  |
| **Are you a current client of Citizens Advice?**  Many volunteers have used the service before but we are unable to offer roles to clients who are currently receiving advice, to ensure there is no conflict of interest. |  |  |
| **If you answer yes to either of the above, please give details below**  **(we may contact you to discuss further):** |  |  |
|  |  |  |

|  |
| --- |
| **How did you hear about this opportunity?**  For example, our website, another website, word of mouth, through your local community, through your university and college, at a volunteering fair or event, through your own experience of accessing the Citizens Advice service, or other? |
|  |

# What happens next?

Once we've reviewed your application, we'll be in touch to let you know whether you will be invited to an interview. If you are successful at interview, we will ask you to complete background checks to ensure your eligibility for the role. This will include proof of your entitlement to work or volunteer in the UK, usually with photo ID such as a copy of your passport or driving licence, but don’t worry if you haven’t got this, we can discuss other options as this isn’t a barrier to volunteering with us.

We will also ask you for the names and contact details of two people who would be willing to provide references for you and ask you to complete a criminal record self-disclosure form, disqualification declaration and a basic DBS check.

If you’d like to discuss who can be a referee at an earlier stage, please contact us at [admin@cawinchesterdistrict.org.uk](mailto:admin@cawinchesterdistrict.org.uk). There is no expectation or requirement for you to do so.

|  |  |
| --- | --- |
| **Declaration**  Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice Winchester District, and if appointed, for the purposes of volunteering at Citizens Advice Winchester District, as per the organisation’s Privacy Policy  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, my appointment may be terminated. | |
| **If you are sending your application form by email, please mark this box** ​☐​ **(as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| Signed: | Date: |

**Please return this form to:** [**michelle.preston@cawinchesterdistrict.org.uk**](mailto:admin@cawinchesterdistrict.org.uk)

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# Entitlement to work or volunteer

If you are not a UK or Irish citizen, 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. You can find more information on

the [NCVO website](https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/recruiting-and-welcoming-volunteers/volunteers-from-overseas/#visas-and-volunteering).

**Our policy on convictions**

We only ask about criminal convictions and criminal records after the interview stage to

help make sure that candidates are selected based on their skills and potential.

Having a criminal record is not in itself a barrier to volunteering. Please note that it is Citizens Advice policy not to recruit any individual who has an unspent conviction (for all roles) for a sexual offence against a vulnerable adult or child and our policy not to recruit any individual who has a spent, or unspent, conviction (for roles that require a Standard or Enhanced DBS check) for a sexual offence against a vulnerable adult or child. This is the case regardless of when the offence took place. Citizens Advice public liability insurance excludes this. Where an offer of volunteering is subject to a Disclosure and Barring Service (DBS) check, we will inform you of this.

If you wish to contact us to discuss your individual circumstances, stage, please contact

Michelle Preston, Office Manager at [michelle.preston@cawinchesterdistrict.org.uk](mailto:michelle.preston@cawinchesterdistrict.org.uk). There is

no expectation or requirement for you to do so as we will provide you with a Criminal Record

self-disclosure form to complete after a conditional offer of a volunteering role has been

made. The self-disclosure form you will receive contains information about privacy notice and

legal rights over your data in relation to convictions and criminal records data.

**Privacy Notice**

We’ll use the information you provide in your application form in order for Citizens Advice Winchester District to progress your application for becoming a Trustee. This is done under our legitimate interests in potentially onboarding you as a Trustee and to contact you to further progress your application.

For information regarding how we handle and store your information, please see

our [Privacy policy](https://citizensadvicewinchester.org.uk/privacy-policy/).

If you'd like to exercise any of your individual rights under data protection legislation please contact [michelle.preston@cawinchesterdistrict.org.uk](mailto:admin@cawinchesterdistrict.org.uk).

**Please return this form to:** [**michelle.preston@cawinchesterdistrict.org.uk**](mailto:admin@cawinchesterdistrict.org.uk) **or post to Citizens Advice Winchester District, City Offices, Colebrook Street, Winchester, SO23 9LJ**

**CONFIDENTIAL APPLICATION FORM**

**SECTION 3**

**Equality and diversity monitoring**   
   
Citizens Advice Winchester District is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the information requested in the form below

**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 Winchester District.

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 to stop using the information you provide, please contact us.

Thank you for your co-operation.

**Please note this section will be detached before sending your application to the recruitment panel.**

**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 | ​​☐​ |

**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 tell us your preference | ​​☐​ |

**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 tell us your preference | ​​☐​ | |

**Ethnic origin**   
How would you describe yourself? Choose one section (A to E) and put a cross in the relevant box:

|  |  |  |
| --- | --- | --- |
| **A.  White** | English/Welsh/Scottish/Northern Irish/British | ​​☐​ |
| Irish | ​​☐​ |
| Gypsy or Irish Traveller | ​​☐​ |
| Any other White background  Details: | ​​☐​ |
| **B.  Mixed/multiple ethnic groups** | White & Black Caribbean | ​​☐​ |
| White & Black African | ​​☐​ |
| White & Asian | ​​☐​ |
| Any other Mixed/multiple ethnic background  Details: | ​​☐​ |
| **C.  Asian/Asian British** | Indian | ​​☐​ |
| Pakistani | ​​☐​ |
| Bangladeshi | ​​☐​ |
| Chinese | ​​☐​ |
| Any other Asian Background  Details: | ​​☐​ |
| **D. Black/African/ Caribbean/Black British** | African | ​​☐​ |
| Caribbean | ​​☐​ |
| Other Black/African/Caribbean background  Details: | ​​☐​ |
| **E. Other ethnic group** | Arab | ​​☐​ |
| Any other ethnic group  Details: | ​​☐​ |

**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 | ​​☐​ |

*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**   
Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Yes | **​​☐​** |
| No | **​​☐​** |

**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 | ​​☐​ |
| Other religion or belief | ​​ |

**Thank you for completing this form which will help us to monitor the diversity of people who apply to work in our organisation,**