



## Giving quality advice throughout Renfrewshire

### Volunteer Application Form

Thank you for your enquiry about volunteering within the Bureau. We are always looking for volunteers to train as advice workers, but we would also like to hear from you if you can offer other skills such as administration, fund-raising or campaigning work.

Renfrewshire CAB is an Equal Opportunities organisation and welcomes applications from everyone, regardless of age, creed, gender, race, sexual orientation or disability. We actively promote equality of opportunity for all and welcome Volunteer applications from a diverse range of applicants.

At Renfrewshire CAB we offer free, confidential, and impartial advice. You must work within these principles, and support the CAB equal opportunities policy.

If you would complete the following application it will help us gain an insight into your skills and how they can support the Renfrewshire Citizens Advice Bureau.

Please Type or write clearly, using Black text or ink

#### 1. Personal Information

Surname		Forename(s)	
Title			
Permanent Address			
Postcode	Email Address		
Contact Telephone Number(s)		Day/ Evening or Both	

## 2. Your previous Commitments

We would like to know what you have been doing for the last few years, we need no more than 10 years however feel free to provide more if you wish.

We are not just looking for work experience. You may have cared for others, volunteered for another Organisation or travelled for example. All these things and more bring valuable experience. Please continue on a separate sheet if necessary.

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## 3. Education and Qualifications

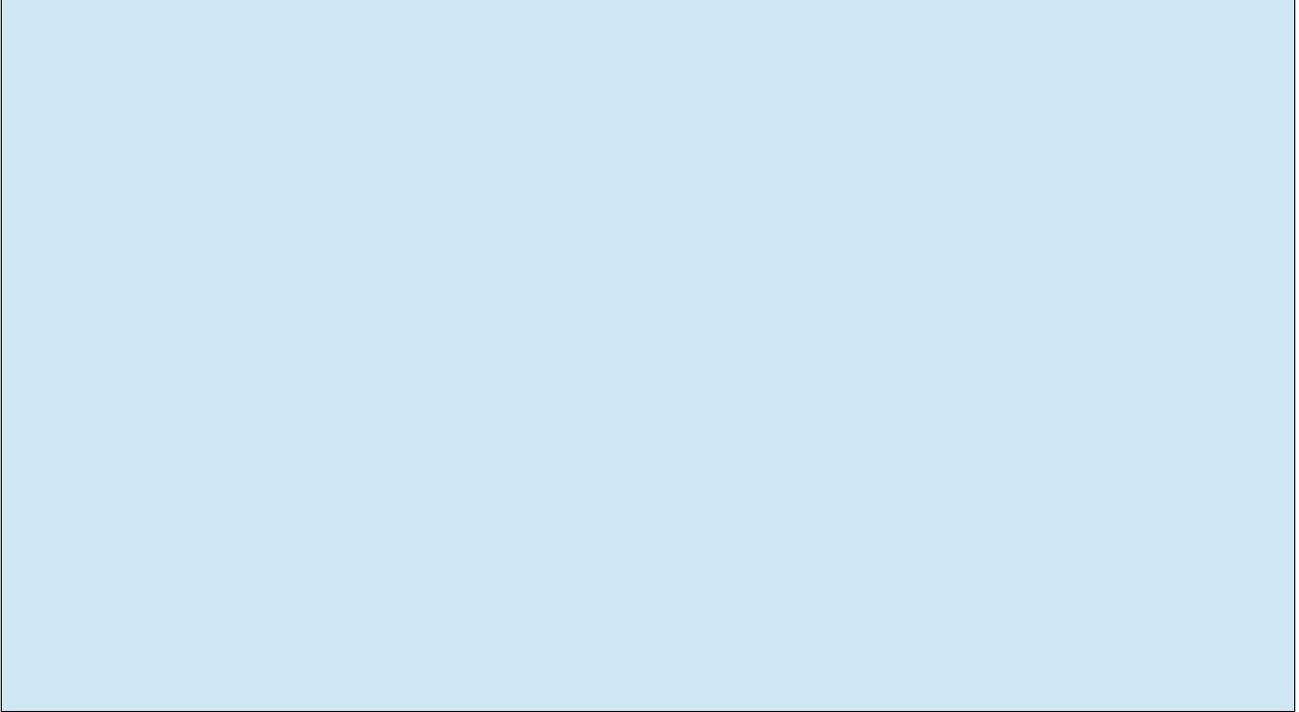
You do not need any formal qualifications to work for the Bureau but we are interested in any Education or Training you may have gained.

Please provide details of any qualifications you have gained whether from Education or Training Events. Please continue on a separate sheet if necessary.

Place of Study	Qualification / Training Event	Result, if applicable	Date Gained / Attended

#### 4. Your Skills

Please let us know of any of your skills which may be relevant to our Advising work, or any of the other aspects of the Bureau. Examples might be dealing with the Public, using the phone, filling out forms, filing etc. Please continue on a separate sheet if necessary.



#### 5. Why you would like to join Renfrewshire CAB

We are delighted you wish to join us and we would like to know why you thought of us in particular.



#### 6. Leisure Interests

We are interested to hear about your leisure time. What do you do to relax?



## 7. About you.....

If there is anything else you would like to tell us about yourself please do it here, Thank you

## 8. Your Availability

We would like to know when you would be available to Volunteer for us. We ask that our Volunteers commit to 6 hours per week as this helps us help our Clients more effectively.

Our opening hours for Clients are between 10.00am and 4.00pm.

We split this into two 3 hour shifts per day, 10.00am and 1.00pm for enquiries and 1.00pm and 4.00pm for appointments. Please let us know which shifts you would be available for.

Time	Mon	Tue	Wed	Thurs	Fri
10.00am – 1.00pm					
1.00pm – 4.00pm					

It would be helpful if you were able to arrive 10-15 mins prior to the shift start.

## 9. Interests to Declare

In view of the work of the Bureau we need to know if you have any 'Interests' in the Renfrewshire area, for example are you a Landlord or have any type of Business in the area, if you sit on any 'Committees'.

Please detail **all** your interests below. Please continue on a separate sheet if necessary.

If you have no Interests please indicate accordingly.

## 10. Rehabilitation of Offenders

Renfrewshire CAB actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes Volunteer applications from a wide range of candidates, including those with criminal records.

Please note that your volunteering position will be subject to completion of a basic disclosure.

## I 11. Declaration

I declare that the information I have given in support of my applications, to the best of my knowledge and belief, true and complete.

Signature: \_\_\_\_\_

Date:

**Thank you for taking the time to complete our application.**

We may ask Volunteer applicants to come for an Interview. Please let us know if you have any special requirements, disabled access for example, and we will do our best to assist.

You may also be required to attend a Volunteer Training Course which is run approximately every 6 months.

Please return this application by email to [angela.mather@paisleycab.casonline.org.uk](mailto:angela.mather@paisleycab.casonline.org.uk)  
or

by mail to:

Angela Mather  
Volunteers Support and Development Officer  
Renfrewshire CAB  
7 Glasgow Road  
Paisley  
PA1 3QS

Please mark envelope 'Confidential':