



**2. 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), etc.

**3. Why do you want to volunteer as Chair of Trustees for Citizens Advice Mole Valley? What do you hope to get from the experience?**

**4. What do you think are some of the main problems facing our community?**

**5. It is useful to know something about your availability.**

Please note that for all trustee roles there is a regular commitment to attend evening meetings – see job description for more details. In addition, some daytime availability may be required, including for induction and to gain experience. Please let us know if you have any regular commitments or are there any times you are unavailable (school holidays, during the working week)?

**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.

**8. Is there any equipment or support that we can provide to help you carry out the trustee role itself?**

This information will be treated as confidential. Please be assured that we will be supportive in discussing any adjustments with you at any stage of the recruitment and selection process.

## 9. 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:

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

### Referee 2:

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

## Our policy on convictions

We only carry out Disclosure & Barring Service (DBS) checks for roles working directly with clients in services targeted at vulnerable adults or children. 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 conviction for a sexual offence against a child or vulnerable adult is considered unsuitable to volunteer.

Citizens Advice Mole Valley will ask about unspent convictions after a conditional volunteer role or employment offer. Having a criminal record is not in itself a barrier, and we will only take relevant convictions or sexual offences into account. If you are concerned about this and would like to discuss your individual circumstances further, please contact us on [admin@camv.org.uk](mailto:admin@camv.org.uk).

## 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](#)

### 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. It will be held securely.**

I give my consent for this information to be used by Citizens Advice Mole Valley

Signed:

Date:

Please return this form to by email to [admin@camv.org.uk](mailto:admin@camv.org.uk) by the closing date stipulated on the job details.

## **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 do not retain unsuccessful application forms.

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. All information 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 us on [admin@camv.org.uk](mailto:admin@camv.org.uk)