

Roxburgh and Berwickshire CAB
Scottish Charity No SCO10123
Company Limited by Guarantee Company No SC400899

Please feel free to continue answers to any question on a separate sheet if necessary. If you find the form difficult to understand or complete, please call your local bureau, address and contact details are at the end of the form.

Name:

Address:

Tel No:

E-mail:

1. Are you interested in any particular type of volunteer role(s)?

E.g. adviser, administrator, social policy co-ordinator, committee of management member.

2. Describe any skills you have that would be useful for the role you wish to do.

Some we have thought of include: dealing with people face-to-face or on the phone, speaking/writing a language other than English, sign language, filing, research, using a computer, helping people to learn.

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

E.g. employment, work experience, volunteering, community activity (involvement in tenants associations, school activities, support groups, etc); caring for children, other relatives or a friend; classes, training courses.

4. Why do you want to volunteer for the bureau?

What do you hope to get from the experience? Why did you choose CAB volunteering?

5. Where did you find out about CAB volunteering, e.g. friend, poster, on the internet?

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6. It is useful to know when you will be available to volunteer. We ask advice workers to commit themselves to at least 6 hours per week. Please indicate below the times when you are generally available:

	Mon	Tue	Wed	Thur	Fri
Morning					
Afternoon					

Are there any times that you are unlikely to be available?

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7. Is there anything else you would like to say about yourself?

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8. Volunteers who wish to train as advisers:

Have you ever committed an offence under section 25 and 26 (1) (d) or (g) of the immigration act 1971? (These offences concern assisting illegal entry, falsifying documentation or obstructing the authorities investigating immigration offences. If you have committed one of the offences above you may still be able to be an advisor: however, we would have to contact the Office of Immigration Services Commissioner in order to discuss the issues.)

Please circle as appropriate.

Yes

No

9. References

Please give the names and addresses of two people, other than your family, who can tell us about you - for example, an employer, teacher or someone who knows you well.

Name:

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Name:

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Address:

email:

Address:

email:

10. Please tell us about any specific needs you would like us to take into account, either at the interview or if we offer you a volunteer role:

E.g. mobility, childcare responsibilities, this information will be treated as strictly confidential.

As part of our volunteer records, we will need to record some personal data about you, for example private contact details and emergency contact details.

This information will be held by us purely to assist us in managing our relationship with you as a volunteer with us and will not be used for any other purpose. Any information of the above nature will be treated confidentially. We always hold your information securely, use it lawfully and record it on the legal basis of legitimate interest

You have the right to access the information we hold about you to check that it is accurate and to ask for anything to be rectified if it is inaccurate or incomplete.

Some of the data that we collect about you will be used for *paying expenses, getting references and insurance purposes.*

Signature: Date:

Please return this form to:

Annette McGraith
Roxburgh & Berwickshire CAB
Southfield Community Centre
Station Road
Duns
TD11 3EL