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# Candidate Details

Please complete your details below:

|  |  |
| --- | --- |
| Title |   |
| Full name |  |
| Previous name(s) if applicable (please include dates) |   |
| Address |   |
| Email address |   |
| Contact telephone number |   |

#

# General Data Protection Regulation

Angus Citizens Advice Bureau is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Our ‘Privacy Notice for Volunteers’ sets out, in line with GDPR, the types of data that we collect and hold on you as a applicant, how we use that information, how long we keep it for and other relevant information about your data. It is our policy to store data relating to recruitment procedures for up to 6 months after the date on which it is submitted. You can obtain a copy of the privacy notice by e-mailing ARB-adminuser@anguscab.org.uk. It is important that you read this notice so that you are aware of how and why we are using your data. Please check the box below to confirm that you have done so.

[ ]  **I confirm that I have read, understood and agree to the Privacy Notice for Volunteers**

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# Application Questions

1. **Please explain why you are interested in the role you are applying for** (e.g. adviser, administration, social policy, board of trustees, etc.)

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1. **Describe skills you have that may be useful for the volunteering role(s).** (Examples might include completing admin tasks, research, using computers, helping people face to face or by phone, communicating in a language other than English, etc.)

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1. **Have you done anything in the past few years that might help you as a volunteer?** (for example volunteering, training, working, community activities, being a carer, etc.)

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**4. Tell us why you would like to volunteer for the CAB? What would you hope to gain from it and why would you like to volunteer for CAB in particular?**

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1. How did you find out about CAB volunteering (e.g. friend, poster, internet, etc.)

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1. **Is there anything else you would like to say about yourself or add?**

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# References

Please provide below the names and contact details of at least two referees that would be prepared to give a reference (for example, someone you have worked with or knows you well)

For each reference, please detail the following information:

**Referee 1**

|  |  |
| --- | --- |
| **Name of referee** |  |
| **Organisation (if applicable)** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name of referee** |  |
| **Organisation (if applicable)** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |

Please note that we will not contact any referees until your authorisation has been obtained.

**Rehabilitation of Offenders Act (both questions to be completed)**

I confirm that I have no convictions which are said to be exempt from the Rehabilitation of Offenders Act (i.e. convictions which are held as record indefinitely)

YES  NO 

I confirm that I have no unspent convictions under the same Act

YES  NO 

**(Please telephone 01241-439235 if you need further help re the above question)**

Signed:

Date:

Print name:

Please return completed application to:-

Chris McVey, Chief Officer, Angus CAB

11 Millgate, Arbroath, Angus DD11 1NN

Email: chris.mcvey@anguscab.org.uk

Alternatively, you can hand your application in to your nearest Bureau office:

* Arbroath: 11 Millgate, Arbroath, DD11 1NN
* Forfar: 19 Queen Street, Forfar, DD8 3AJ
* Montrose: 32 Castle Street, Montrose, DD10 8AG

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