

**Citizens Advice St Albans District  
Honorary Legal Adviser Application Form**

<b>Title &amp; Full Name:</b>		
<b>Home Address &amp; Postcode:</b>		
<b>Current Employer:</b>		
<b>Employer Address &amp; Postcode:</b>		
<b>Home Email:</b>		
<b>Work Email:</b>		
<b>Telephone Number:</b>		
Daytime:	Evening:	Mobile:
<b>Date of Birth</b>		
<b>Qualifications (Please list below)</b>		
<p>Do you hold a current practicing certificate?</p> <p>YES / NO</p>		
<p>Please tell us what work (paid or voluntary) you have done in the past, listing names and addresses of employers.</p>		

**Which areas of law do you feel comfortable to advise on? Please tick areas you are prepared to advise on and cross any you specialize in.**

- |  |  |
|--|--|
| <input type="checkbox"/> Accident Advice/ Personal Injury              | <input type="checkbox"/> Debt                        |
| <input type="checkbox"/> Bankruptcy/ Insolvency                        | <input type="checkbox"/> Defamation                  |
| <input type="checkbox"/> Child Care/ Wardship / Child Support Agency   | <input type="checkbox"/> Discrimination Race/ Sex    |
| <input type="checkbox"/> Wills, Trusts, intestacy                      | <input type="checkbox"/> Employment                  |
| <input type="checkbox"/> Consumer Problems                             | <input type="checkbox"/> Family, divorce, separation |
| <input type="checkbox"/> Crime, General incl motoring                  | <input type="checkbox"/> Medical Negligence          |
| <input type="checkbox"/> Crime Juvenile                                | <input type="checkbox"/> Welfare Benefits            |
| <input type="checkbox"/> Housing -Tenancies (private, public, repairs) | <input type="checkbox"/> Taxation                    |
| <input type="checkbox"/> Housing – owner occupiers                     | <input type="checkbox"/> Planning                    |
| <input type="checkbox"/> Immigration                                   | <input type="checkbox"/> other, please specify       |

**Can you tell us why you have decided to volunteer for this position? What do you hope to gain from the experience?**

**Is there anything else you want to say about yourself?**

**Are you able to provide a commitment of one Thursday evening per month?**

YES / NO

**What do you think are some of the main problems facing your community?**

**What prompted you to apply to be a Citizens Advice volunteer?**

*(For example, a newspaper article or advert, poster, through a friend or relative, using a CAB yourself)*

**References**

Please provide the names, addresses and e-mail addresses of 2 people (that are not related to you) who can tell us about you. *(For example, an employer, colleague, teacher, someone from your community, someone who knows you well.)*

Reference 1

Reference 2

**Name:**

**Name:**

**Address:**

**Address:**

**Telephone Number:**

**Telephone Number:**

**Email:**

**Email:**

**PLEASE NOTE: If you are receiving ongoing advice as a client of Citizens Advice St Albans District you may be asked to choose between remaining a client or becoming a volunteer, to avoid a conflict of interest.**

Signature: ..... Date: .....

We may need a Disclosure and Barring Service check for some volunteer roles.

**Once completed, please return this form to:**

Karen Hyman - Office Manager, Citizens Advice St Albans District, Civic Centre, St Peters Street, St Albans, Hertfordshire, AL1 3JE. Email: [volunteer\\_recruitment@castad.org.uk](mailto:volunteer_recruitment@castad.org.uk)

## Equal Opportunities Monitoring Information

The Citizens Advice service aims to provide equal opportunities and fair treatment for all people applying to be volunteers regardless of race, sex, disability, sexual identity or marital status.

As part of the policy of reaching out to excluded communities and groups, the service is committed to ensuring that bureau staff reflect the community that they serve.

In order to achieve these aims we have a policy of monitoring the composition of bureau staff and volunteers.

As part of this monitoring process we ask for your co-operation in completing the questions in this section. We wish to give you the following assurances:

- The information provided will not form the basis of any part of selection
- The information from the application form will be regarded as confidential and only be used for statistics
- Should you choose not to complete this section this will not affect your application

Do you consider yourself to have a disability?

Yes

No

Please tick as appropriate:

Please tick if you are:

**Age:**

<25

Female

25-34

Male

35-44

45-54

55-64

65+

Please indicate your ethnic group by ticking one box:

### White

- British
- Irish
- Other White

### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed

### Black or Black British

- Black Caribbean
- Black African
- Other Black

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian

### Chinese or other Ethnic Group

- Chinese
- Other Ethnic Group

## Data Protection Act 1998

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for up to a year after the date on which it is submitted. Any information of this nature will be treated confidentially. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions. For the purposes of the Act the Data Controller is: June Chapman, CEO Citizens Advice St Albans District

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I have given my consent to sensitive personal information being recorded and stored.

Signature: .....

Date: .....