



Citizen Advocacy Application Form

Name (full).....

Address.....

.....

Postcode..... Date of Birth.....

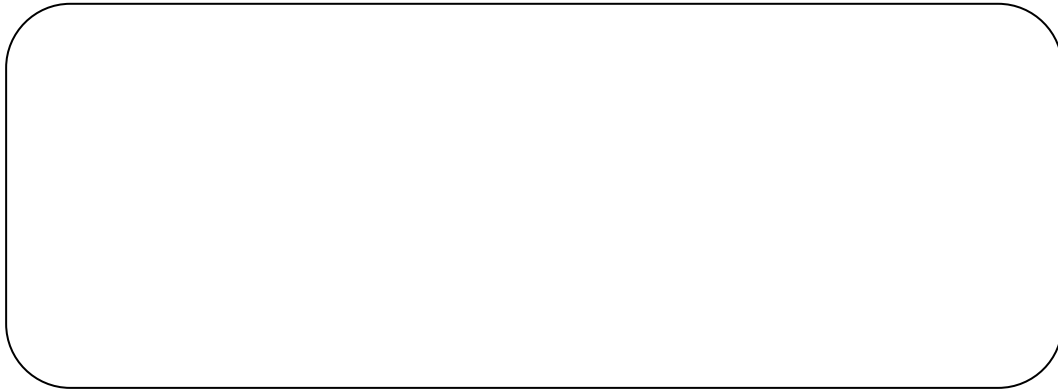
Tel (home)..... (mob).....

E-mail Address.....

Why are you interested in Citizen Advocacy?

If you have any experience of helping or caring for others please detail below.

This might be paid or voluntary work, helping family members, etc. and is particularly relevant if any of the people have disabilities.



What qualities, abilities or skills would you bring to Citizen Advocacy?



Tell us about your interests: (a) what you like doing in your spare time and (b) what you think you could share with your potential partner.



Are you in good health? **Yes/No**

(Detail any health issues which might affect your ability to advocate for another.)

Have you ever had any criminal convictions? **Yes/No**

If yes, please detail (only relevant convictions will influence the application). We will apply for a Criminal Records Bureau Disclosure, subject to our policy and code of practice. Volunteering will commence only on receipt of a satisfactory disclosure.

References: Please name two people we can contact for a reference, one of whom should be a current/recent employer. The second should have known you well for at least 2 years. Please do not use relatives.

Name

Address

Telephone

E-mail

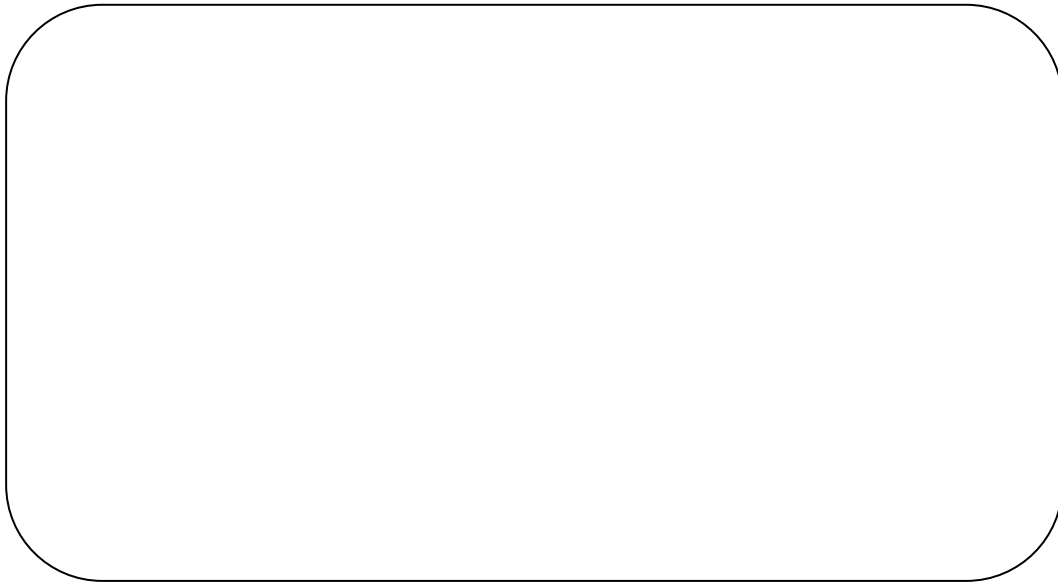
Name

Address

Telephone

E-mail

Please note here any further relevant information about yourself not covered elsewhere.



How did you find out about Citizen Advocacy?



Please return form to:

The Citizen Advocacy Coordinator
Advocacy Matters (Wales)
Canton House
435 Cowbridge Road East
Canton
CARDIFF CF5 1JH

Tel: 029 20233733

E-mail: info@advocacymatterswales.co.uk

Advocacy Matters (Wales) Policy

On the recruitment of Ex-offenders

As an organisation using the Criminal Records Bureau Disclosure service to help assess the suitability of applicants for positions of trust, Advocacy Matters (Wales) complies fully with the CRB Code of Practice regarding the correct handling and use of Disclosure information. It also complies fully with all its obligations under the data protection act and undertakes to treat all applicants for positions fairly.

The nature of the work that is undertaken by Advocacy Matters (Wales) may involve individuals having one to one contact with vulnerable people and/or access to their homes. Because of this, Advocacy Matters (Wales) is exempted from the Rehabilitation of Offenders Act 1974, which means that all prospective staff and volunteers can be asked to disclose all convictions, cautions, reprimands and final warnings of a criminal record.

Therefore all paid staff and volunteers who are offered a position with Advocacy Matters (Wales) will be asked for Enhanced Disclosure information from the Criminal Records Bureau before any appointment is confirmed.

Advocacy Matters (Wales) actively promotes equality of opportunity for all. Having a criminal record will not necessarily bar a person from employment in a paid or voluntary capacity. We select all candidates for interview based on their skills, qualifications and experience for the post and are keen to recruit the right mix of knowledge, skills and experience.

Initially, questions about criminal records will be asked on the application form. A Disclosure from the Criminal Records Board will only be requested at the stage of a provisional offer of a post being made. If there are issues of concern that arise from the Disclosure information, the Management Committee will be informed and a further interview will be offered to the applicant to discuss matters.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the offer of a position with the organisation. Only if previous offences are relevant to the post that is being applied for, or if it is considered that any person using the services of Advocacy Matters (Wales) will be put at risk, will consideration be given to the withdrawal of a provisional offer.

Disclosure information obtained from the Criminal Records Bureau will be used and stored in accordance with the Advocacy Matters (Wales)'s policy on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information.

This Policy is aimed at balancing the right to rehabilitation of individuals who have criminal convictions with the right of vulnerable people to be protected.

Date: January 2004

Advocacy Matters (Wales)

Equal Opportunities Monitoring

The following is an extract from Advocacy Matters (Wales) Equal Opportunities Policy:

Advocacy Matters (Wales) is committed to taking positive steps to promote and sustain equal opportunities amongst its trustees, staff and volunteers, and in the services that it provides.

Staff will be employed on the basis of their suitability for the job to be performed and will have equal access to development and promotion. No job applicant, employee or service user will be treated less favourably on the grounds of social class, race, colour, ethnic origin, nationality, gender, political or religious beliefs, sexual orientation, marital status, language, age or disability or any other conditions or requirements which can not be shown to be justifiable.

Advocacy Matters (Wales) wholeheartedly accepts the statutory requirements laid down in the Rehabilitation Of Offenders Act 1974, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Equal Pay Act 1970 and the Disability Discrimination Act 1995, and any amendment to these acts. These acts make it unlawful for an employer or an employee to discriminate against or treat an individual differently.

The enclosed form is for monitoring purposes only.

The questions on the enclosed form should be answered anonymously, and the form will be permanently separated from your application form and will not influence your application. Advocacy Matters (Wales) want to ensure that our advertising, promotion, recruitment and selection processes are accessible for all in our community. To this end we will collate the information contained within Monitoring Forms that we receive from people who apply to be a trustee, employee or volunteer, and adapt our practices to promote equality of opportunity.

Advocacy Matters (Wales)
Equal Opportunities Monitoring Form

(please complete and return with your completed application form)

Post applied for _____

Are you Male or Female?

Female

Male

What is your age group?

16-24years

25-35 years

35-45 years

45-55 years

55-65 years

Over 65 years

Do you have any disability/disabilities?

No

Yes (please detail) _____

Are you registered disabled? **Yes** **No**

What is your first language? _____

Do you speak Welsh?

Yes

No

What is your ethnic group? Please choose one category and then tick the box that describes your ethnic group.

A: White Background

British

Welsh

English

Scottish

Northern Irish

Other (please write in) _____

Any other white background (please write in) _____

B: Mixed Background

Any mixed background (please write in) _____

C: Asian, Asian British, Asian Welsh, Asian English, or Asian Scottish

Indian

Chinese

Pakistani

Bangladeshi

Any other Asian Background (please write in) _____

D: Black, Black British, Black Welsh, Black English, or Black Scottish

African

Caribbean

Any other black background (please write in) _____

Thank you for your help by completing this form. It will help us to monitor and develop our practices in promoting equality of opportunity.