



How to complete this electronic form:

1. Download the file and save it to your desktop
2. Open the file with Adobe Acrobat or Viewer
3. Complete the form and then “save as” to your computer, naming the file “YourName” e.g. JohnSmith
4. Open your email and then send us an email at recruit.cabac@cab.org.nz with the completed form attached.

CITIZENS ADVICE BUREAU AUCKLAND CITY INC. (CABAC)

Application to Volunteer - Kaitūao Pukatono

The information collected on this form will be used to help assess your suitability to work in our bureau. If you are selected as a volunteer, this form will be stored securely at our premises. If you are not selected, this form will be destroyed.

Any information you provide which we transfer for electronic use will also be stored securely. Your information will be used by CAB locally and nationally for management and administration purposes only. You have the right to ask for access to and correction of any personal information we hold about you.

Your personal information

My name is -

I like to be called

My address is

Suburb Post Code

Contact phone number Is it ok to leave a message?.....

Email Address

The names, phone numbers and addresses of two people (not family members) who can give a character reference. If possible at least one from a previous volunteer role or a paid position:

1.	2.
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.....

Which CABAC branches would be the most convenient for you? <i>Please number your first 3 choices in order of preference e.g. 1 = first choice etc.</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="radio"/> Central Auckland</td> <td><input type="radio"/> Onehunga</td> </tr> <tr> <td><input type="radio"/> Eden - Albert at St Lukes</td> <td><input type="radio"/> Ōrākei-Remuera</td> </tr> <tr> <td><input type="radio"/> Glen Innes</td> <td><input type="radio"/> Panmure - Ellerslie</td> </tr> <tr> <td><input type="radio"/> Grey Lynn - Ponsonby</td> <td><input type="radio"/> Sylvia Park</td> </tr> <tr> <td><input type="radio"/> Mt Roskill</td> <td><input type="radio"/> Waiheke</td> </tr> <tr> <td><input type="radio"/> Pakuranga</td> <td><input type="radio"/> Botany</td> </tr> </table>	<input type="radio"/> Central Auckland	<input type="radio"/> Onehunga	<input type="radio"/> Eden - Albert at St Lukes	<input type="radio"/> Ōrākei-Remuera	<input type="radio"/> Glen Innes	<input type="radio"/> Panmure - Ellerslie	<input type="radio"/> Grey Lynn - Ponsonby	<input type="radio"/> Sylvia Park	<input type="radio"/> Mt Roskill	<input type="radio"/> Waiheke	<input type="radio"/> Pakuranga	<input type="radio"/> Botany
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How did you hear about us?	
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Generally, there are two positions available at our Bureau – **Bureau Interviewer** and **Receptionist**. None of these positions are paid, all are voluntary. Detailed information about each of these positions can be

found on our website – cab.org.nz under ‘A CAB Near You’, select one of the CABAC branches listed on the previous page and select ‘Volunteer Here’.

I would like to work as a volunteer at the CAB as a (please choose only one):

- Bureau Interviewer Receptionist

Our volunteers usually volunteer for one or more shift of 3 ½ to 4 hours. Are you able to regularly commit to this number of hours? If yes, please indicate when would suit you best:

- Weekdays Saturday Mornings Afternoons Evenings

Tell us about yourself! - *Thinking about the position you have applied for, please answer the following questions:*

What is it that interests you about this role?

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What paid or unpaid work have you have done, and what skills and experience do you have, that may be relevant to this role?

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What languages can you read or speak (other than English)?

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Have you undertaken any courses or training that may be useful in community work?

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What experience have you had interacting with cultures other than your own?

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Have you been an active member of any organisations, groups or committees?
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What are some things that you enjoy doing?
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Do you have any condition or health issue that could require special considerations in order to enable you to do this role?
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Is there anything else that you would like to tell us about yourself?
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Your Situation - Check your own suitability by ticking the most appropriate box:

1. Are you a NZ Citizen or Permanent Resident? If No, what is your status in New Zealand?	<input type="radio"/> Yes	<input type="radio"/> No
2. Are you currently employed part-time or full time? If you answered Yes to question 2, is your employment:	<input type="radio"/> Yes	<input type="radio"/> No
3. Are you actively looking for part-time or full time work? If you answered Yes to question 3, what type of work?	<input type="radio"/> Part-time	<input type="radio"/> Full-time
4. Are you planning to take any courses, either full time or part time, in the next year? If you answered Yes to question 4, what type of study?	<input type="radio"/> Yes	<input type="radio"/> No
5. Will you commit to undertake ongoing training?	<input type="radio"/> Part-time	<input type="radio"/> Full-time
6. Do you have some general understanding of life in New Zealand and the basic Governmental systems?	<input type="radio"/> Yes	<input type="radio"/> No
7. Are you good at listening?	<input type="radio"/> Yes	<input type="radio"/> No
8. Are you able to work in a team?	<input type="radio"/> Yes	<input type="radio"/> No
9. Are you open-minded and non-judgemental?	<input type="radio"/> Yes	<input type="radio"/> No
10. Do you enjoy helping people?	<input type="radio"/> Yes	<input type="radio"/> No

11. What level of English do you have?

- a. Writing English: Basic Intermediate Advanced
- b. Reading English: Basic Intermediate Advanced
- c. Understanding a face-to-face conversation: Basic Intermediate Advanced
- d. Understanding a conversation over the phone: Basic Intermediate Advanced

12. What level of computer skills do you have? Basic Intermediate Advanced

Declaration

- I understand that I am applying for a position as a volunteer and that I will have to sign a Volunteer Agreement before starting with CAB.
- I am willing to obtain my own criminal record check and submit it directly to the CAB where I wish to volunteer and understand that I will not be accepted as a volunteer if I do not meet the requirements of the CAB Criminal Record Check policy.
- I consent to the CAB contacting the referees I have named on this application form and to the information provided on this form being used for CAB management and administration purposes.
- I understand that if I am not selected as a volunteer for the CAB, this form will be destroyed.
- I understand that if I am selected as a volunteer Bureau Interviewer I will be expected to participate in and complete regular learning and development and assist in the running of the bureau.

Signature Date

You can email your application to us using the instructions at the top of the form. Alternatively, you can print it out and take your completed application form into the branch you would like to volunteer at, or you can print and send your completed application form to CABAC Recruitment, PO Box 132-039 Sylvia Park, Auckland 1644

Thank you!

Office Use Only	
Date Application Received:	Role (circle): Interviewer / Receptionist
Branch preferred:	Branch offered:
Date Completed/sent to Branch:	