

VOLUNTEER APPLICATION FORM

The Citizens Information Service provides free and confidential information to the public on subjects like Social Welfare, Employment, Health, Housing, Consumer Affairs and Taxation, as well as information on local organisations and services.

PERSONAL DETAILS

NAME		EMAIL	
TEL		ADDRESS	

AVAILABILITY

Name of Centre(s) in which you would like to volunteer:

Please indicate the times/days you may be available to work with this service:

	MORNING	AFTERNOON	EVENING
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

EXPERIENCE AND SKILLS

Have you any relevant work experience or have you been involved in any community activities, e.g. Citizens Information Centre; Other Information/Advice work; Voluntary Organisation(s)? If so, please describe below:

Why would you like to volunteer with the Citizens Information Service?

Do you have any skills/talents that could be useful for working in an information service, for example; good communication skills, research, expert knowledge, customer service or any other you consider relevant?

EXPERIENCE AND SKILLS

How would you rate your IT skills using the following areas?

Internet browsers	None	Basic	Intermediate	Advanced
Keyboard skills	None	Basic	Intermediate	Advanced
Microsoft Word	None	Basic	Intermediate	Advanced
Type and edit material in Word	None	Basic	Intermediate	Advanced
Cut and paste from internet into Word	None	Basic	Intermediate	Advanced
Email and/or print a document	None	Basic	Intermediate	Advanced

Is there anything else you wish to tell us about yourself? Please use space below:

Are you willing to be placed on a panel for one year should we not be able to accommodate you immediately?

YES	NO
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REFEREES (Please name two if possible)

REFEREE 1 NAME		TEL	
EMAIL			
REFEREE 2 NAME		TEL	
EMAIL			

DECLARATION

I have read the accompanying information and I hereby apply to become a volunteer with Citizens Information Service. I understand that information contained in this application form will be kept on file by Citizens Information Service for a period of one year and, if my application is successful, for the duration of my membership. I also understand that if my application is successful I will be required to sign the organisation's Volunteer Agreement and abide by its provisions.

Please sign and return to the Development Manager,
or email to [@citinfo.ie](mailto:info@citinfo.ie)

Enter Citizens Information Centre address here

Signed: * _____

Date: _____

** Electronic signature accepted if submitted by email. Alternatively, you may sign if called to attend for interview.*

CIS Data Protection Privacy Notice for Volunteers must be issued with this application form.

FOR ADMINISTRATIVE USE ONLY

Reference Check	Letter of Welcome	Email	Group email
Computer Contact List	Reg. on Oyster		Availability Sheet
Personnel Register	Volunteer Recognition Scheme		
Email to Inform Vols	Orientation Evaluation Form		Induction Training List
ETIP/IPAP list	Reg. on Learning Hub		Reg. on Intranet
Updated Contact List emailed to IO	Probationary Review Date		Exit Survey

NOTES

Large empty rectangular area for notes.