



Application form

Volunteer Adviser and Volunteer Adviser Training Programme

We are currently accepting applications for our Volunteer Adviser roles and the Volunteer Adviser Training Programme at the Community One Stop Shop.

Availability and attendance at all training dates is mandatory as part of your journey to becoming an adviser with Community One Stop Shop. You will find training dates on the application pack cover sheet.

Contact information

We require contact information so we may get in touch in relation to your application with Community One Stop Shop.

Name: _____

Email Address: _____

Telephone number: _____

Address (including post code): _____

About you

Are you over 18 years old?

Yes

No

Education and Work Experience

No formal qualifications are required to become a Volunteer Adviser. However, we are interested in any education you have undertaken, and work experience you have. Voluntary work, caring responsibilities and other life experiences can provide you with useful insights and transferable skills. Please make a note of them here, and use the additional sheet as required.

Skills and training

Please tell us about any relevant skills you have and training courses you have attended. Examples of skills include dealing with the public, using a computer, etc.

Interests and additional information

Please tell us what interests and hobbies you have, community groups you are part of, and anything else we might like to know about you and how you use your time.

Location availability

This role can either be carried out remotely or in our office at 3 Broomhouse Market, Edinburgh. This depends on a variety of factors including your circumstances and available office space. Let us know what would be possible for you. This information will be used to give us an idea of your preferences and availability.

- Home
- Office based
- Blended (Both home-based and office-based)

If you have selected “home” or “blended”, you will need to have access to a phone and computer. If you have selected “home” you will also require access to a printer. Please note, any incurred expenses will be reimbursed.

Please select all that you have access to:

- Phone
- Computer or Laptop
- Printer

Volunteering availability

Please note all the times you would be available to volunteer. You will not be asked to volunteer all the times listed below, but rather a minimum of one session in our adviser rota.

- | | | | |
|-----------|-------------------------------------|-------------------------------------|------------------------------------|
| Monday | <input type="checkbox"/> 9AM - 12pm | <input type="checkbox"/> 12pm - 3pm | |
| Tuesday | <input type="checkbox"/> 9AM - 12pm | <input type="checkbox"/> 12pm - 3pm | |
| Wednesday | <input type="checkbox"/> 9AM - 12pm | <input type="checkbox"/> 12pm - 3pm | <input type="checkbox"/> 5pm - 8pm |
| Thursday | <input type="checkbox"/> 9AM - 12pm | <input type="checkbox"/> 12pm - 3pm | |
| Friday | <input type="checkbox"/> 9AM - 12pm | <input type="checkbox"/> 12pm - 3pm | |

References

As part of the application process, we require a satisfactory reference. This must be someone you know in a professional capacity, either from an educational institution, workplace or voluntary role. We will get in touch with your nominated referee before the start of the adviser training programme.

Name: _____

Email Address: _____

Phone number: _____

Relationship to you: _____

Please send this completed form to cossvolunteers@gmail.com, or hand it in to Community One Stop Shop, 3 Broomhouse Market, Edinburgh EH11 3UU.