

Craigmillar Credit Union Ltd

Volunteer Application Form

(Please supply the information requested in this form to enable us to find a suitable placement for you. All information is strictly confidential.)

Surname: First name:
.....

Address:
..... Post Code:
.....

Tel. No. Membership No:
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If working what is your occupation?

Employer:

General Information

Please give us details of any hobbies, interests or skills:

Please give us details of any previous voluntary experience:

Please highlight what you would like to gain from volunteering at Craigmillar Credit Union (e.g. work experience, putting something back into the community, an outside interest.)

Enclosed with this application you will find information detailing volunteer roles in the credit union. Please indicate which one/s you are interested in.

- Dealing with members deposits/withdrawals ('Teller' type).
- Dealing with loan applications.
- Processing transactions into the computer.
- Dealing with members enquiries (customer services).
- Administration.

If you are interested in volunteering with Craigmillar Credit Union, please indicate when you would be available to help.

	Mon	Tues	Wed	Thurs	Frid	Sat
10am – 11am						
11am – 12 noon						
12 noon – 1pm						
1pm – 2pm						
2pm – 3pm						

3pm – 4pm						
4pm – 5pm						
5pm – 6pm						
6pm – 7pm						

Final details

When would you be able to start volunteering?

Have to every been convicted of any offence, which is not considered spent? YES/NO
(If yes, please give brief details.)

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Health/Special Needs

Please let us know if you have any health issues/special needs, which you feel we should know about to ensure your safety as a Craigmillar Credit Union volunteer. This information is in order to enable us to act swiftly in the case of emergency and will not in ay way preclude full consideration of you as a volunteer.

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References

Please give us the names and address of two people whom we may contact as referees, to comment on your suitability for volunteering. These can be friends or colleagues – but not family members, please.

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Benefits

Craigmillar Credit Union provides Public Liability Insurance and Personal Accident Insurance to all volunteers aged between 16 to 75.

Craigmillar Credit Union will pay travel to and from the place of work.

Please sign, date and return your completed application form to Margaret Evans, Development Officer, Craigmillar Credit Union. For further information please contact Margaret on 0131 661 9942 or info@craigmillarcreditunion.co.uk
Thank you



DECLARATION

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from volunteering and render me liable to dismissal. I understand that any offer is subject to satisfactory references.

Signed: Date:

Craigmillar Credit Union
65 Niddrie Mains Terrace
Edinburgh
EH16 4NX

