

# **Citizens Advice Hillingdon**

## **Volunteer Application Process**

- **Complete the application form in full and email to [volunteer@hillingdoncab.org.uk](mailto:volunteer@hillingdoncab.org.uk). Please do not use this email address for other purposes such as requesting advice.**
- **Confirmation of receipt of the application by Citizens Advice Hillingdon/Volunteer Recruitment will be sent and a decision given on the next step.**
- **If your application moves forward, you will be invited to an informal Information Session where we will give an overview of the organisation and the volunteer roles. You will have an opportunity to meet current volunteers and to ask general questions. We will ask you at the end of the session if you wish to proceed with your application (please note that there may be occasions where we go direct to interview if an Information Session is available).**
- **A formal panel interview will be arranged which includes tests appropriate to the role you are applying for.**
- **If you are successful, a start date and a group induction will be arranged.**
- **Following the induction, you will be required to complete a training plan which will be time managed taking into consideration any additional needs.**