

The PENSIONS Advisory Service

Join our team: Volunteer application form

Title:

Forenames: _____

Surname: _____

Date of Birth: ____ / ____ / ____

Are you still a practicing pensions professional?

Yes

No

If 'no', what date did you cease to practice?

Home address:

Postcode:

Home phone no. :

Mobile no. :

Business address:

Postcode:

Business phone no. :

Email:



**Contact details
(in case of emergency)**

Name:

Phone no. :

Do you have any health needs we need to be aware of?

If yes, please state:

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| What area(s) are you interested in volunteering? | | |
|--|-----|----|
| <u>Assisting the public on the London TPAS helpline and webchat services</u> | YES | NO |
| <u>Responding to written enquiries from the public</u> | YES | NO |
| <u>Other e.g. providing technical advice, admin, training etc.</u> | YES | NO |

Roughly, how much time are you thinking you would like to volunteer each week/month?

| Please summarise your formal qualifications, both academic and professional | | |
|---|--------------------------------------|----------------|
| Awarding body / qualification level | Title of qualification/ subject area | Date completed |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Current/most recent employer: _____

Job title: _____

Company address:

Postcode:

Period of employment: _____

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Employment duties (please give full details)

Indicate your previous pensions employment (continue on a separate sheet if required)

Total years of pension experience:

Do you have regular access to information about current legislation and practise?

Yes

No

Criminal record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

The Pensions Advisory Service expects Volunteers to show honesty, integrity, competence, impartiality and common sense while representing the service.

In providing help and guidance, Volunteers need to observe the same disciplines and standards that apply to their other business affairs, in order to uphold the reputation of the pensions profession and The Pensions Advisory Service.

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If you're not currently practicing professionally, please outline below how you intend to keep up to date with current pensions information and standards:

REFEREES

Please provide the names of two referees who, in order to meet our referencing requirements, should be able to cover at least your last three years of employment. One should be your present or most recent employer and be your manager. Both referees must know you in a professional capacity, paid or unpaid and must be able to comment on your abilities in relation to the role as a TPAS volunteer. Your referees should not be fellow work colleagues or personal friends or family members.

| Referee 1 | | Referee 2 | |
|---|--|---|--|
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Name of Company: | | Name of Company: | |
| Address of Company: | | Address of Company: | |
| Phone No: | | Phone No: | |
| Email: | | Email: | |
| Relationship to you (manager / lecturer etc.) | | Relationship to you (manager / lecturer etc.) | |
| We will not contact your referees without your prior permission | | | |

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DATA PROTECTION

We will put the information you give us on this form onto a computer. This will help us to perform our recruitment and selection procedures and produce statistics. Information on this form is passed to the HR team to assess the effectiveness of our recruitment and selection procedures. Individuals have on written request the right of access to personal data held about them. You also have the right to request that any personal data be deleted or removed. Should you be unsuccessful for this role, we will remove any electronic or hard copy of your application form within three months.

By signing the Declaration below I give my consent to The Pensions Advisory Service processing the data contained in this form for the purpose of recruitment and selection.

DECLARATION

I submit my application to become a TPAS Volunteer Adviser.

I consent to The Pensions Advisory Service being able to process personal data held on me, in accordance with the data protection principles in line with the General Data Protection Regulation.

The information on this form is accurate and I understand that any incorrect information may lead to an offer being withdrawn or to my volunteering agreement coming to an end. Any offer is subject to the receipt of satisfactory references and Disclosure and Barring Service (DBS) check. I hereby give my consent to The Pensions Advisory Service carrying out the necessary checks on my qualifications, employment history and any other checks from part of its security vetting process in line with the Baseline Personnel Security Standards (BPSS).

Signature _____ Date: ____ / ____ / ____

Please return the completed application form to:

Jamie Goodfellow
The Pensions Advisory Service,
11 Belgrave Road
London
SW1V 1RB

