# APPLICATION FORM

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification. Please note that CVs are not accepted.

## POSITION AND AVAILABILITY

|  |  |
| --- | --- |
| State the position you are applying for: |  |
| Available start date: |  |

## PERSONAL INFORMATION

|  |  |
| --- | --- |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| Do you hold a UK driver’s license? | Yes / No (delete as necessary) |
| If yes, do you have any points or convictions against you? |  |

## EMPLOYMENT HISTORY

Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependents etc. Please put in date order, starting with the most recent.

|  |  |
| --- | --- |
| **CURRENT EMPLOYMENT:** | |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Dates of employment: |  |
| Salary: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| **PREVIOUS EMPLOYMENT:** | |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Reasons for leaving: |  |
| Salary: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| **PREVIOUS EMPLOYMENT:** | |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Reasons for leaving: |  |
| Salary: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| **PREVIOUS EMPLOYMENT:** | |
| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Reasons for leaving: |  |
| Salary: |  |
| Reason for leaving: |  |

## QUALIFICATIONS

Please give details of educational qualifications you have obtained from school, college, university etc. Please put in date order, starting with the most recent and copy and paste this section to add more qualifications as needed.

|  |  |
| --- | --- |
| Institution: |  |
| Address: |  |
| Qualification/ Grade: |  |
| Start date: |  |
| End date: |  |

|  |  |
| --- | --- |
| Institution: |  |
| Address: |  |
| Qualification/ Grade: |  |
| Start date: |  |
| End date: |  |

|  |  |
| --- | --- |
| Institution: |  |
| Address: |  |
| Qualification/ Grade: |  |
| Start date: |  |
| End date: |  |

## APPLICATION QUESTIONS

It is **essential** that you complete this section in full. This is your opportunity to identify how your knowledge, skills, and experience match the criteria of the role. Please refer to the Role Description for further details.

Why do you want to work at Citizens Advice East Berkshire? (Max 200 words)

|  |
| --- |
|  |

Explain and demonstrate how your knowledge, skills, and experience meet the selection criteria for the role described in the Role Description. (Max 400 words)

|  |
| --- |
|  |

What is your biggest professional achievement so far? (Max 200 words)

|  |
| --- |
|  |

## ENTITLEMENT TO WORK IN THE UK

To take up this post you must have the right to work in the UK.

Please note that Citizens Advice East Berkshire does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

|  |  |
| --- | --- |
| Are you eligible to work in the UK? | Yes / No (delete as necessary) |

## CRIMINAL CONVICTIONS

Having a criminal record will not necessarily bar you from working for Citizens Advice Citizens East Berkshire – much will depend on the type of job you have applied for and the background and circumstances of your offence.

For some posts, an offer of employment will be subject to a Disclosure and Barring Service (DBS) check. If this applies to the post for which you are applying, this will be noted in the job description.

|  |  |
| --- | --- |
| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? | Yes / No (delete as necessary) |
| If yes, please provide details of the offence and the date of conviction in the box below: | |
|  | |

## REFERENCES

Please provide the details of two people who may be approached for references. One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.

|  |  |  |
| --- | --- | --- |
| **Referee 1** | | |
| Name |  | |
| Address |  | |
| Postcode |  | |
| Telephone |  | |
| Email |  | |
| What relationship is this referee to you? | |  |

|  |  |  |
| --- | --- | --- |
| **Referee 2** | | |
| Name |  | |
| Address |  | |
| Postcode |  | |
| Telephone |  | |
| Email |  | |
| What relationship is this referee to you? | |  |

## DECLARATION

|  |  |
| --- | --- |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice East Berkshire, and if appointed, for the purposes of employment at Citizens Advice East Berkshire.  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed based on false information contained in this form, I may be summarily dismissed. | |
| Signed: | Dated: |
| Name: |

## **Please return this form to** [recruitment@caeb.org.uk](mailto:recruitment@caeb.org.uk)