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| **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 the 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. |
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| **Position applied for** |
| Job title |  | Job reference |  |
| Location |  |
| Available start date |  |

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| **Personal information and address for correspondence** |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Telephone home |  |
| Telephone work |  |
| May we contact you at work? | Yes/No |
| Mobile |  |
| Email |  |
| We will normally contact you by post / e-mail. However, if you would prefer to be contacted using another method please let us know here:  |

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| Information, experience, knowledge, skills and abilities |
| **IMPORTANT INFORMATION: It is essential that you complete this section in full.** * Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification (found in the Job Pack)**.
* Please ensure that you address **all** the criteria on the person specification using the same order and numbers.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.Please continue on separate sheets if completed by hand, and note in the attachments section |

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| **Career history** |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent.  |
| **Employer’s name and address and type of business.** | **State positions held and outline briefly the nature of the work and your responsibilities.** |
|  |  |
| Dates: | From | To |
| Reasons for leaving: |
|  |  |
| Dates: | From | To |
| Reasons for leaving: |
|  |  |
| Dates: | From | To |
| Reasons for leaving: |

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| Dates: | From | To |
| Reasons for leaving: |

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| **Citizens Advice Experience** |
| If you have worked or volunteered in the Citizens Advice service within the last 5 years please provide further details. References will be taken up for successful candidates. |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** |
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| Dates: | From | To |
| Reasons for leaving: |
| Manager’s name and contact details: |

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| **Educational History** |
| Please give details of educational qualifications you have obtained from school, college, university etc. |
| Subject | Level | Grade |
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| **Professional development** |
| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
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| **Criminal convictions** |
| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?  | Yes / No |
| If YES please provide details of the offence and the date of conviction. |
| Having a criminal record will not necessarily bar you from working for Citizens Advice East Berkshire – much will depend on the type of job you have applied for and the background and circumstances of your offence. For this post, an offer of employment may be subject to a DBS check. If this applies to the post for which you are applying, this will be noted in the application pack.Please see Application Pack for further details |

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| **References** |
| Please provide the names, addresses, telephone numbers and email addresses 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 the interview. |
| **Referee 1** |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| In which context does this referee know you? |
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| **Referee 2** |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| In which context does this referee know you? |

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| **Attachments** |
| Have you attached any separate sheets or documents? | Yes/No | If yes, how many? |  |

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| **Entitlement to work in the UK** |
| **A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.**Please note that Citizens Advice does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

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| 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 on the basis of false information contained in this form, I may be summarily dismissed.**How we will use your information**The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely. If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.All use of applicant’s information will be relevant to their involvement, and may include:• Contacting applicants when necessary• Making reasonable adjustments to improve accessibility• Monitoring statistical details of our applicants• Providing ongoing support to applicants• Addressing problems or complaints |
| **If you are sending your application form by email, please mark this box** ☐**(as a substitute for your signature) to confirm that you agree to the above declaration.**  |
| Signed: | Dated: |

**Please return this form to** **recruitment@caeb.org.uk**

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| Where did you see this Position advertised? |

**References**

All job offers are subject to the receipt of two satisfactory references: One should be from your current or most recent employer or line manager (if you are employed through an agency), or your course tutor if you have just left full time education. The other should 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 role.References will only be taken up for successful candidates following the interview.

**Criminal convictions**

Anyone who applies to work within Citizens Advice East Berkshire will be asked to disclose details of unspent convictions during the recruitment process.

Having a criminal record will not necessarily bar you from working for Citizens Advice East Berkshire – much will depend on the type of job you have applied for and the background and circumstances of your offence. However, we are not able to employ anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the office took place. All other convictions will be considered on an individual basis.