

CONFIDENTIAL APPLICATION FORM SECTION 1

Please refer to the **Guidance Note for Applicants** before completing this 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.

For office use only -	
Candidate ref number	

Vacancy information -	
Post applied for	
Job reference	

Personal information and address for correspondence -	
First name(s)	
Surname	
Address	
Postcode	
Telephone - Home	
Telephone - Work	
Mobile	
Email	
May we contact you at work?	
We will normally contact you by email. However, if you would prefer to be contacted using another method please let us know below.	

It is essential that you complete the following section in full. Please refer to the **Guidance Note for Applicants** for further details.

Skills, knowledge, experience and information -

Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the vacancy you are applying for. Ensure that you address **all** the criteria on the person specification in the same order and numbers. Continue on a separate page if required.

Career history -

Starting with your current or most recent employment (including job training schemes), please detail your career history including voluntary work, community activities, school placements, time caring for dependants etc.

Name of Employer		
Date of appointment	From:	To:
Brief summary of main duties, nature of the work and responsibilities.		
Reasons for leaving		
Name of Employer		
Date of appointment	From:	To:
Brief summary of main duties, nature of the work and responsibilities.		
Reasons for leaving		
Name of Employer		
Date of appointment	From:	To:
Brief summary of main duties, nature of the work and responsibilities.		
Reasons for leaving		

Citizens Advice work history -

If you have worked or volunteered in the Citizens Advice service within the last 5 years, please provide further details below. References will be taken up for the successful candidates.

Name of employer		
Date of appointment	From:	To:

Brief summary of main duties, nature of the work and responsibilities.

Reasons for leaving

Manager's name

Manager's contact details

Educational history -

Please provide details of educational qualifications you have obtained from school, college, university and any other educational facilities. (Add or edit cells as necessary.)

Institute**From-To****Qualification(s)****Subject and Grade****Institute****From-To****Qualification(s)****Subject and Grade****Institute****From-To****Qualification(s)****Subject and Grade****Institute****From-To****Qualification(s)****Subject and Grade**

Professional development and/or training -

Please provide details of any professional qualifications, including membership of any professional bodies and any job related training that you have undertaken.

Criminal convictions -

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?

(Please circle one)
Yes / No

If YES, please provide details of the offence and the date of conviction below.

References -

Please provide the details of **two** people who may be contacted for references. One of these **should** be your current 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.

First referee name	
Address	
Postcode	
Telephone	
Email	
Relationship to you	
Second referee name	
Address	
Postcode	
Telephone	
Email	
Relationship to you	

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 sponsorship licence and therefore, cannot issue certificates of sponsorship under the points-based system.

Declaration -

Data Protection Statement: I consent to this information being processed and stored for the purposes of recruitment and selection at Citizens Advice South Derbyshire, and if appointed, for the purpose of employment at Citizens Advice South Derbyshire.

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.

If you are sending your application form by email, please mark the box below, as a substitute for your signature, to confirm that you agree to the above declaration.

☐

Signed:

Dated:

Please return this form to:

hr@citizensadvicemidmercia.org.uk

CONFIDENTIAL APPLICATION FORM SECTION 2

Diversity monitoring

Please note that **Section 2** will be detached before sending your application to the recruitment panel for shortlisting.

For office use only -	
Candidate ref number	

Vacancy information -	
Post applied for	

The Citizens Advice service is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information.

All information will be treated confidentially and will be separated from your application form before making any selection decisions.

Data Protection Act 1998

Citizens Advice will record the information given for the purpose of recruitment and selection monitoring. If you become an employee of recruitment Citizens Advice the information will be processed for the purpose of personnel administration only. The information will be retained for monitoring purposes only.

Thank you for your cooperation.

This information will not affect your application.

Ethnic origin

How would you describe yourself?

Choose which **one** is most applicable to you and mark the appropriate box.

- 1A) White**
- ☐ British
 - ☐ English
 - ☐ Scottish
 - ☐ Welsh
 - ☐ Northern Irish
 - ☐ Irish
 - ☐ Gypsy or Irish Traveller
 - ☐ Any other white background, please state_____

- B) Mixed Heritage**
- ☐ White and Black Caribbean
 - ☐ White and Black African
 - ☐ White and Asian
 - ☐ Any other mixed background, please state_____

- C) Asian or Asian British**
- ☐ Indian
 - ☐ Pakistani
 - ☐ Bangladeshi
 - ☐ Any other Asian background, please state_____

- D) Black or Black British**
- ☐ Caribbean
 - ☐ African
 - ☐ Any other Black background, please state_____

- E) Chinese or other ethnic group**
- ☐ Chinese
 - ☐ Arab
 - ☐ Any other, please state_____

- F) Prefer not to say**

Disability

The Citizens Advice service believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from with widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long term health condition?

☐ Yes

☐ No

☐ Prefer not to say

Sexual orientation

What is your sexual orientation?

☐ Bisexual

☐ Gay man

☐ Lesbian

☐ Heterosexual

☐ Other

☐ Prefer not to say

Religion or belief

Which group below do you most identify with?

☐ No religion

☐ Christian (inc. Church of England, Catholic, Protestant & other denomination)

☐ Buddhist

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ Other, please state _____

Please state where you first saw the post advertised: _____

