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**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.

Applicants must be willing to commit to Citizens Advice Mid Mercia’s **Core Values**:

***C****ommunicate*: We will be consistent, positive, passionate, and listen.

***O****wnership*: We will be accountable, make a difference, meet deadlines, keep promises and have solutions.

***R****espect*: We will be honest, work with integrity, trust each other, be fair, tolerant and stand for equality.

***E****ffective*: We will deliver quality, focus on detail and be professional

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| **Vacancy information -** | |
| Post applied for |  |
| Job reference |  |

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| **Personal information and address for correspondence -** | |
| First name(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone - Home |  |
| Telephone - Work |  |
| May we contact you at work? |  |
| Mobile |  |
| Email |  |
| Do you hold a full, clean driving licence? |  |
| Do you have use of your own vehicle? |  |
| We will normally contact you by email. However, if you would prefer to be contacted using another method please let us know below. | |

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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 Mid Mercia does not hold a sponsorship licence and therefore, cannot issue certificates of sponsorship under the points-based system.** |

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| **Criminal convictions -** | |
| Having a criminal record will not necessarily bar you from working for Citizens Advice Mid Mercia – 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 application pack.  Please see Guidance Notes and Application Pack for further details. | |
| 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. | |

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| **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 |  |
| Email Address |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Relationship to you |  |
|  | |
| Second referee name |  |
| Email Address |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Relationship to you |  |

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

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

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| **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 |  | |

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| **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.) | | |
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| Institute |  | |
| From-To |  | |
| Qualification(s) |  | |
| Subject and Grade |  |  |
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| Institute |  | |
| From-To |  | |
| Qualification(s) |  | |
| Subject and Grade |  |  |
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| From-To |  | |
| Qualification(s) |  | |
| Subject and Grade |  |  |
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| From-To |  | |
| Qualification(s) |  | |
| Subject and Grade |  |  |
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| **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. |
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| **Declaration -** | |
| Data Protection Statement: I consent to this information being processed and stored for the purposes of recruitment and selection at Citizens Advice Mid Mercia, and if appointed, for the purpose of employment at Citizens Advice Mid Mercia.  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:**

**staff@citizensadvicemidmercia.org.uk**

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**CONFIDENTIAL APPLICATION FORM SECTION 2**Diversity monitoring

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| **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 Overview**

If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice Mid Mercia.

The information you give us will be kept securely, won't be shared outside the service and is confidential.

It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.

If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes.

If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us.

Thank you for your co-operation.

**The following information is for monitoring purposes only and will not affect your application.**

**Age**

Which age bracket do you fit into? Please mark the relevant box.

Under 25

25 – 34

45-54

55-64

65 and over

**Gender**

What best describes your gender? Please mark the relevant box or write in a preferred term.

Female

Male

I prefer to use another term, please state

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth? Please mark the relevant box.

Yes No Prefer not to say

**Ethnic origin**

How would you describe yourself?

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

A) White

British

English

Scottish

Welsh

Northern Irish

Irish

Gypsy or Irish Traveller

Any other white background, please state

B) Mixed/multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background, please state

C) Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, please state

D) Black/African/Caribbean/Black British

Caribbean

African

Other Black/African/Caribbean background, please state

E) Other ethnic group

Arab

Other, please state

F) Prefer not to say

**Disability**

A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities**.’

Do you consider yourself to be disabled under the Equality Act 2010?

Yes No Prefer not to say

*The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.*

**Sexual orientation**

What is your sexual orientation?

Bisexual

Gay man

Gay woman/Lesbian

Heterosexual/straight

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 religion or belief, please state

**Please state where you first saw the post advertised:**

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