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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.

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| **Vacancy information** | |
| Post applied for |  |
| Where did you see the post advertised? |  |

|  |  |
| --- | --- |
| **Personal information and address for correspondence** | |
| First name(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Contact phone number(s) |  |
| Email |  |
| What is your preferred method of contact? |  |
| Do you hold a full, clean driving licence? |  |
| Do you have use of your own vehicle? |  |

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| **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 Mid Mercia does not hold a sponsor 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? | Yes / No |
| If YES, please provide details of the offence and the date of conviction below. | |

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| **References** | |
| If you are successful, the offer of employment would be subject to receipt of 2 satisfactory references prior to date of commencement. 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. | |
| **First referee full name**  (current or most recent employer) |  |
| Email Address |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| In which context does this referee know you? |  |
|  | |
| **Second referee full name** |  |
| Email Address |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| In which context does this referee know you? |  |

**Section 2. Information, experience, knowledge, skills and abilities**

**IMPORTANT INFORMATION: 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 post described in the **Person Specification** (found in the Job Pack). Ensure that you address all the criteria on the person specification using the same order and numbers.  Continue on a separate page if required. |
| 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. |

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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. (Continue on a separate sheet if necessary.) | | |
| **Name of Employer** |  | |
| Position Held |  | |
| Date of appointment | From: | To: |
| Brief summary of nature of the work and responsibilities. |  | |
| Reasons for leaving |  | |
|  | | |
| **Name of Employer** |  | |
| Position Held |  | |
| Date of appointment | From: | To: |
| Brief summary of nature of the work and responsibilities. |  | |
| Reasons for leaving |  | |
|  | | |
| **Name of Employer** |  | |
| Position Held |  | |
| Date of appointment | From: | To: |
| Brief summary of nature of the work and responsibilities. |  | |
| Reasons for leaving |  | |

Continue on a separate sheet if necessary.

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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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| **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 or to 114 Church Street, Church Gresley, Swadlincote, Derbyshire, DE11 9NR for attention of HR Team.**