

Paid Job Application Form

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| Confidential Application Form Section 1  Please refer to the Guidance Notes for Applications before completing this application form.  Citizens Advice Carlisle & Eden 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. |

## Position applied for:

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Job Reference: |  |
| Location: |  | | |

## Personal information and address for correspondence

|  |  |
| --- | --- |
| First Name (s) |  |
| Last Name: |  |
| Address: |  |
| Postcode: |  |
| Best Contact Number: |  |
| Email: |  |
| We will normally contact you by email. However, if you would prefer to be contacted using another method please let us know here: | |

## Information, experience, knowledge, skills and abilities

|  |  |
| --- | --- |
| It is essential that you complete this section in full. Please refer to the guidance notes for applications for further details.  Please explain and demonstrate how your experience, skills and knowledge meets the selection criteria for the post described in the **Person Specification.**  Please ensure you address **all** the criteria on the person specification using the same order and numbers. | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
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| 7 |  |
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| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |
| 15 |  |

## Career History

|  |
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| Please indicate your current/previous employment (including job training), voluntary work, community activities, school placements, time caring for dependants etc. These must be placed in date order, starting with the most recent. |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer's Name & Address: |  | | |
| Date From: |  | Date To: |  |
| Brief outline of Duties & Responsibilities: |  | | |
| Reason for leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer's Name & Address: |  | | |
| Date From: |  | Date To: |  |
| Brief outline of Duties & Responsibilities: |  | | |
| Reason for leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Employer's Name & Address: |  | | |
| Date From: |  |  |  |
| Brief outline of Duties & Responsibilities: |  | | |
| Reason for leaving: |  | | |

## Educational History

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| Please give details of educational qualifications you have obtained from school, college, university etc. These must be placed in date order, starting with the most recent. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Obtained** | **Subject** | **Level** | **Grade Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Professional Development

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| Please give details of professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. These must be placed in date order, starting with the most recent. |

|  |  |
| --- | --- |
| **Date Obtained** | **Subject/Membership** |
|  |  |
|  |  |

## 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 offences and the date of conviction. | |

Having a criminal record will not necessarily bar you from working for Citizens Advice Carlisle & Eden - 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 CRB check. Please see Guidance Notes for further details.

## References

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| 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 interview. |

|  |  |  |
| --- | --- | --- |
| **Referee 1** | | |
| Full Name: |  | |
| Position: |  | |
| Address: |  | |
| Postcode: |  | |
| Contact Number: |  | |
| Email Address: |  | |
| In which context does the referee know you: | |  |

|  |  |  |
| --- | --- | --- |
| **Referee 2** | | |
| Full Name: |  | |
| Position: |  | |
| Address: |  | |
| Postcode: |  | |
| Contact Number: |  | |
| Email Address: |  | |
| In which context does the referee know you: | |  |

## Attachments

|  |  |
| --- | --- |
| Have you attached any separate sheets or documents? | Yes / No |
| If YES, how many? | |

## Entitlement to work in the UK

|  |
| --- |
| A job offer will be subject to confirmation that you are permitted to work in the United Kingdom 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 United Kingdom if you are successful and 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. |

## Declaration

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

|  |  |
| --- | --- |
| **Signed:** | **Dated:** |
|  |  |

Please return this form via email to [recruitment@ca-ce.org.uk](mailto:recruitment@ca-ce.org.uk)

Diversity Monitoring

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| Confidential Application Form Section 2  Please refer to the Guidance Notes for Applications before completing this application form.  Citizens Advice Carlisle & Eden 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. |

## Position applied for:

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Job Reference: |  |
| Location: |  | | |

Citizens Advice Carlisle & Eden 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, managed 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 diversity of people who apply for work in the service. Please help us by providing the following information. All information gained for this will be treated confidentially and will be separated from your application form before making any selection decisions.

**Data Protection Act 1998**

Citizens Advice Carlisle & Eden will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of Citizens Advice Carlisle & Eden, the information will be processed for the purposes of personnel administration only. This information will be retained for monitoring purposes only.

Thank you for your co-operation.

**THIS INFORMATION WILL NOT AFFECT YOUR APPLICATION.**

(PLEASE PLACE AN ‘X’ IN THE APPROPRIATE BOX)

### Age

|  |  |
| --- | --- |
| 24 or under |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54 |  |
| 55 - 64 |  |
| 65 or over |  |

### Gender

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Prefer not to say |  |

### Ethnic Origin

How would you describe yourself?

|  |  |  |  |
| --- | --- | --- | --- |
| White - British |  | White & Black Caribbean |  |
| White - English |  | White & Black African |  |
| White - Scottish |  | White & Asian |  |
| White - Welsh |  | Any other Mixed background |  |
| White - Northern Irish |  | Asian - Indian |  |
| White - Irish |  | Asian - Pakistani |  |
| White - Gypsy or Irish Traveller |  | Asian - Bangladeshi |  |
| Any other White background |  | Any other Asian background |  |
| Black - Caribbean |  | Chinese |  |
| Black - African |  | Arab |  |
| Any other Black background |  | Any other |  |
| Prefer not to say |  |  |  |

### Disability

Citizens Advice Carlisle & Eden 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 the 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

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman / lesbian |  |
| Heterosexual / straight |  |
| Other |  |
| Prefer not to say |  |

### Religion or Belief

|  |  |  |  |
| --- | --- | --- | --- |
| No Religion |  | Christian (including: Church of England, Catholic, Protestant & other denominations) |  |
| Buddhist |  | Hindu |  |
| Jewish |  | Muslim |  |
| Sikh |  | Other |  |
| Prefer not to say |  |  | |

From which source did you FIRST learn of the post?

|  |
| --- |
|  |