

EMPLOYMENT APPLICATION FORM

Please return this form to

info@ca-scd.org.uk

Or

Citizens Advice Stroud and Cotswold Districts

Unit 8, 1st Floor

Brunel Mall

London Road

Stroud

GLOS GL5 2BP

SECTION 1

Please refer to the **Job Pack** before completing this application form.

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.

Please complete this form in black ink using BLOCK CAPITALS or type to enable clear photocopying and send by email (preferably as a Word document) to info@ca-scd.org.uk

Candidate reference number (for office use only):

Position applied for

Job Title Trainee Adviser / Supervisor

Location Citizens Advice Stroud and Cotswold Districts (CASCD)

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 / email, however, if you would prefer to be contacted using another method please let us know here:

Criminal convictions	
Having a criminal record will not necessarily bar you from working for Citizens Advice Stroud and Cotswold Districts. An offer of employment for this post will be subject to a Disclosure and Barring Service check.	
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.	

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 other capacity. Both referees should be able to comment on your suitability for the post. References will only be taken up for the successful candidate following interview.	
Referee 1	
Name	
Address	
Postcode	
Telephone	
Email	
In which context does this referee know you?	
Referee 2	
Name	
Address	
Postcode	
Telephone	
Email	
In which context does this referee know you?	

SECTION 2

IMPORTANT INFORMATION (Knowledge, Experience, Skills etc)

It is essential that you complete this section in full.

- Please explain and provide evidence as to how your knowledge, experience, skills etc meet the selection criteria for the post described as set out in the **Person Specification** (see the **Job Pack**).
- Please ensure that you address **all** the criteria in the Person Specification using the same order and numbers.
- Please limit your response to **each** criterion to a maximum of 200 words.

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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.)			
Employer's name and address and type of business	State position 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:		
	Dates:	From	To
	Reasons for leaving:		

Educational history		
Please give details of educational qualifications you have obtained from school, college, university etc.		
Subject	Level	Grade

Professional development
Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken.

Declaration	
<p>Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice Stroud and Cotswold Districts, and if appointed, for the purposes of employment at Citizens Advice Stroud and Cotswold Districts.</p> <p>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.</p>	
If you are sending your application form by email, please mark this box <input type="checkbox"/> (as a substitute for your signature) to confirm that you agree to the above declaration.	
Signed:	Dated:

SECTION 3

Diversity Monitoring

Please note this section will be detached before sending your application to the recruitment panel for shortlisting.

Job title	Trainee Adviser / Supervisor
Candidate ref number (for office use only):	

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.

If you prefer not to answer any of the questions, please leave them blank.

Data Protection Act 1998

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

Thank you for your co-operation.

This information will not affect your application.

Age	<input type="checkbox"/> <25	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-44	<input type="checkbox"/> 45-54	<input type="checkbox"/> 55-64	<input type="checkbox"/> 65+
Gender	<input type="checkbox"/> Female					
	<input type="checkbox"/> Male					
	<input type="checkbox"/> I prefer to use another term (e.g. androgyne):					

Ethnic Origin How would you describe yourself? Choose one section and tick the appropriate box within it.	
A: White <input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Other White background (please state) B: Mixed Heritage <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other Mixed background (please state) 	C: Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background (please state) D: Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black background (please state) E: Chinese or Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Arab <input type="checkbox"/> Other (please state)
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 the widest range of talent available. Do you consider yourself to be a disabled person or do you have a long-term health condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sexual Orientation What is your sexual orientation? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> I prefer to use another term (please state): </div> <div> <input type="checkbox"/> Gay woman / lesbian <input type="checkbox"/> Heterosexual / straight </div> </div>	
Transgender Is your gender identity the same as the gender you were assigned at birth? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Religion or Belief Which group below do you most identify with? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> No religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Christian (inc. Church of England, Catholic, Protestant & other denominations) <input type="checkbox"/> I prefer to use another definition (please state): </div> <div> <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh </div> </div>	
Job Advert From which website, publication or other source did you first learn of the post?	