CONFIDENTIAL APPLICATION FORM

To be returned to:
The Chief Executive Officer
Citizens Advice South Worcestershire
52 Prospect Close, Malvern WR14 2FD
Tel: 01684 563611
Email: enquiries.malvern@citizensadvicesw.org.uk

Please complete this form in black ink or type to enable clear photocopying and return it to the address above marking the envelope 'private and confidential'.

Please refer to the **Guidance Notes 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 the criteria in the person specification.

Please note that CVs are not accepted. **Only** the information provided on this form will be considered.

Position applied for:

Candidate ref: (official use only)

Section 1
Your details

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 email, however, if you would prefer to be contacted using another method please let us know here:	
If appointed, when would you be able to take up the post?	

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 South Worcestershire does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Criminal convictions	
Having a criminal record will not necessarily bar you from working for Citizens Advice South Worcestershire – 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 DBS check. If this applies to the post for which you are applying, this will be noted in the application pack.	
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 should be someone who has known you in a work related, voluntary, academic or other formal capacity for at least two years. **Family members cannot be used as referees.** 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	
Name	
Address	
Postcode	
Telephone	
Email	
In what capacity does this referee know you?	
Referee 2	
Name	
Address	
Postcode	
Telephone	
Email	
In what capacity does this referee know you?	

Section 2
Employment history, education and training

<table>
<tr><td colspan="4">Employment</td></tr>
<tr><td colspan="4">Please list 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.)</td></tr>
<tr><td>Employer's name and address and type of business</td><td colspan="3">State position held and outline briefly the nature of the work and your responsibilities</td></tr>
<tr><td rowspan="3"></td><td colspan="3"></td></tr>
<tr><td>Dates</td><td>From:</td><td>To:</td></tr>
<tr><td colspan="3">Reason for leaving:</td></tr>
<tr><td rowspan="3"></td><td colspan="3"></td></tr>
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<tr><td></td><td colspan="3"></td></tr>
</table>

	Dates	**From:**	**To:**
	Reason 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.

Section 3
Your skills and experience

Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification.**

Please ensure that you address **all** the criteria on the person specification. **It is essential that you complete this section in full and in as much detail as you can.** (Continue on a separate sheet if necessary)

Declaration

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

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 this box ☐ (as a substitute for your signature) to confirm that you agree to the above declaration.	
Signed:	Dated: