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| **CONFIDENTIAL APPLICATION FORM SECTION 1** |
| 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 required points on the person specification. Please note that CVs are not accepted.Please return this completed form, with the diversity monitoring form, marked ‘*Job Title* Recruitment’ in the subject line. To: recruitment@cawandsworth.org.The closing date for this post is 9.00am Monday 27 September 2021 |
| **Position applied for** |  |

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| **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:  |

From which website, publication or other source did you FIRST learn of the post?

Please indicate whether you are available on the advertised interview date**.**

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| Information, experience, knowledge, skills and abilities |
| **It is essential that you complete this section.** Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification. You need only address the criteria on the person specification marked as ‘App’.** You should use the same order and numbers. Keep your responses succinct, and restrict your response to no more than two pages (using 12 point font). |
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| **Career history** |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities etc. Please explain any gaps in your employment history. 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.** |
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| Dates: | From  | To  |
| Reasons for leaving:  |
|  |  |
| Dates: | From | To |
| Reasons for leaving:  |
|  |  |
| Dates: | From  | To  |
| Reasons for leaving:  |

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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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| **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 offence and the date of conviction. |
| Having a criminal record will not necessarily bar you from working for Citizens Advice Wandsworth – 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.Please see Guidance Notes and Application Pack for further details |
| **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 does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

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| **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 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** |  |
| **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? |  |

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| Declaration |
| Data Protection: I confirm that I have read and understood the Citizens Advice Wandsworth Privacy Notice regarding how my information will be processed and stored. 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 e-mail, please mark this box** [ ] **(as a substitute for your signature) to confirm that you agree to the above declaration.**  |
| Signed:  | Dated:  |