



CONFIDENTIAL APPLICATION FORM

Section 1

Please return by the published deadline to: Venetiap@citizensadviceeastdevon.org

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.

Candidate ref. number (for office use only):	
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Position applied for

Job title	
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Personal information and address for correspondence

First name(s)	
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Last name	
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Address	
---------	--

Postcode	
----------	--

Home phone	
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Work phone	
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May we contact you at work?	Yes / No
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Mobile	
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Email	
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We will normally contact you by email. However, if you would prefer to be contacted using another method please let us know here:

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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 East Devon 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 East Devon – 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 job description.

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 academic capacity. Both referees should be able to comment on your suitability for the post applied for.

References will be taken up before interview. **Please tell us if you do not consent to this for any of your referees.**

Referee 1

Name

Address

Postcode

Telephone

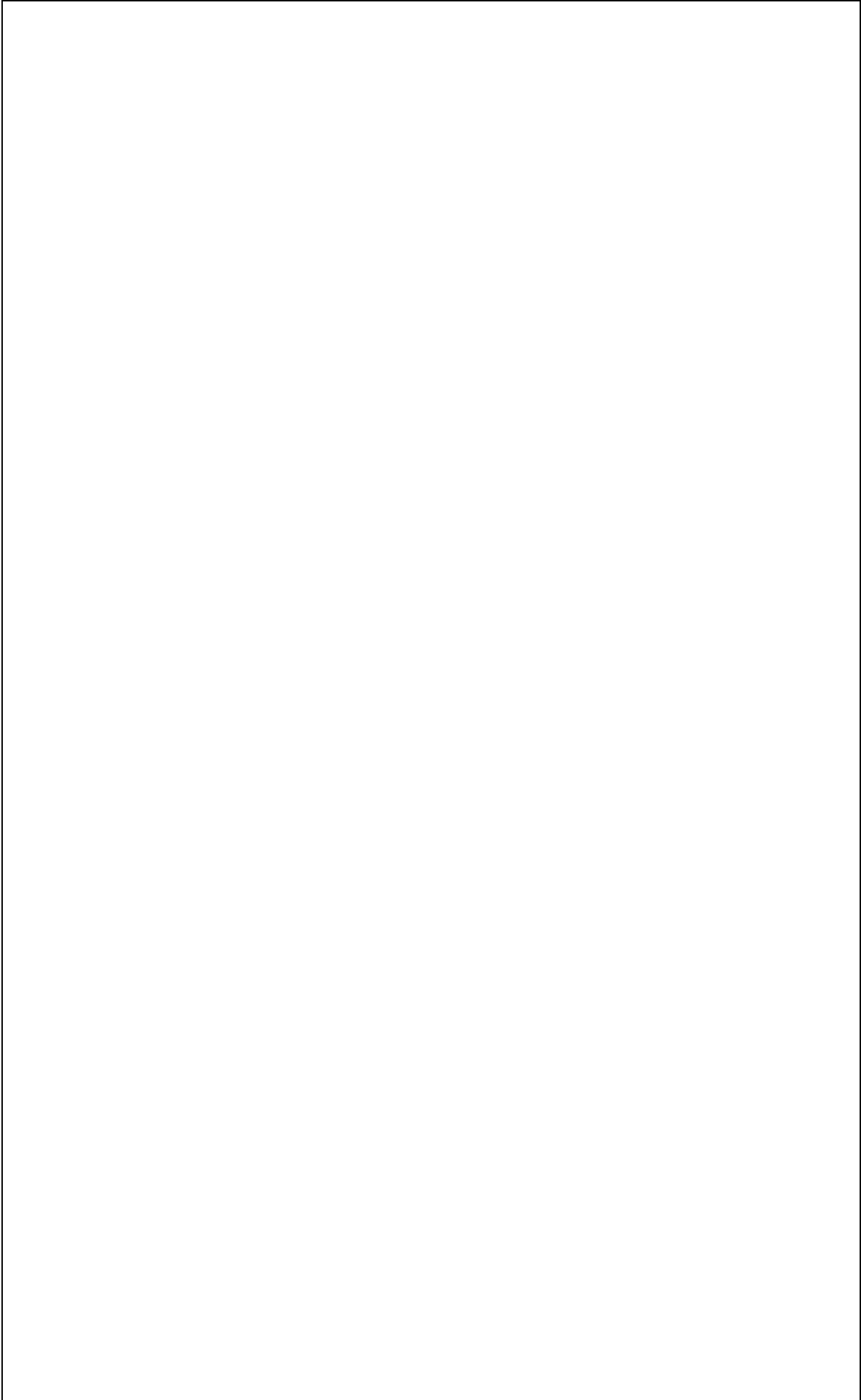
Email

In which context does this referee know you?

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Referee 2	
Name	
Address	
Postcode	
Telephone	
Email	
In which context does this referee know you?	

<p>Section 2</p> <p>Information, experience, knowledge, skills and abilities</p>
<p>IMPORTANT INFORMATION</p>
<p>It is essential that you complete this section in full. Please refer to the job description and person specification for further details.</p> <p>Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post. Please ensure that you address all the criteria using the same order and any numbering.</p> <p><i>Please also state your availability for interview and, if you were offered this position, when you would be able to start.</i></p>



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Career history

Please include your employment history (including job training schemes), voluntary work, community activities, school placements, or other unpaid work. Please put in date order, starting with the most recent. Continue on a separate sheet where 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
	Reason for leaving:		
	Dates:	From	To
	Reason for leaving:		
	Dates:	From	To
	Reason for leaving:		
	Dates:	From	To

	Reason 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

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

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

Please note that Citizens Advice East Devon is the operating name of East Devon Citizens Advice Bureau.

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:

Please return this form to Venetiap@citizensadviceeastdevon.org

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