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| inhouse_blue_small_Nottingham | **Recruitment**  **Citizens Advice Nottingham & District**  **16 – 18 Maid Marian Way**  **Nottingham**  **NG1 6HS** |

**Application for employment**

**CONFIDENTIAL APPLICATION FORM**

Please complete this form and return by email to [recruitment@citizensadvicenottingham.org.uk](mailto:recruitment@citizensadvicenottingham.org.uk)

We wish to ensure that comparison between applicants is fair and in line with the organisation’s equal opportunities policies. The information you provide on this form is the **only** information we’ll use in deciding whether you’ll be shortlisted for an interview. It’s 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.

**SECTION 1**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: | | | **Debt Caseworker** | | | | | | | |
|  | | | | | | | | | | |
| Surname/family name: |  | | | | First name: | |  | | | |
|  | | | | | | | | | | |
| Address: |  | | | | Telephone numbers | | | | | |
| Home: | |  | | | |
| Work: | |  | | | |
| May we contact you at work? | | | | Yes / No | |
|  | | | | | | | | | | |
| Email address: |  | | | | | | | | | |
|  | | | | | | | | | | |
| When would you be available to take up the post? | | | | | | |  | | | |
| Are you applying for: | | | | | | | | | | |
| Full time | |  | | Part Time | |  | | Either | |  |

**SECTION 2**

**Education**

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| --- | --- | --- | --- |
| **Schools/Colleges attended (most recent first)** | **Date from** | **Date to** | **Courses and results (give years and grades)** |
|  |  |  |  |

**Training**

Please detail training you’ve undertaken relevant to your employment

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| --- | --- | --- | --- |
| **Organising body** | **Date** | **Duration** | **Course title** |
|  |  |  |  |
| Additional/professional qualifications and/or membership(s). Please give details and dates obtained.  If relevant, please give Professional Registration Number ………….…….. Expiry date ……….. | | | |

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| Where did you learn of this vacancy? |  |

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| **Career History** | |
| Name and address of current/last employer |  |
| Job title |  |
| Date commenced |  |
| Brief description of duties and responsibilities |  |
| Grade |  |
| Salary/wage |  |
| Reasons for wishing to leave/date of leaving |  |
| Period of notice required |  |

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| Details of previous employment (earliest first and including any government training initiative, temporary, unpaid and voluntary work experience) | | | | | |
| **Name of employer** | **Job title** | **From** | **To** | **Salary/Wage** | **Reason for leaving** |
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| If you’ve worked or volunteered in the Citizens Advice service within the last five years please provide further details. References will be taken up for successful candidates. | | |
| **Citizens Advice name and address** | **State position held and outline briefly the nature of the work and your responsibilities.**  **Paid or voluntary:** | |
| **Dates** | **From:** | **To:** |
| **Reasons for leaving:** |  | |
| **Manager’s name and contact details:** |  | |

**Supporting information**

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| In this section we’d like you to give specific information in support of your application. Taking **each point** of the person specification, demonstrate how you’ve all the necessary skills and abilities. Please attach additional sheets where necessary. |

**References**

Please give below the name and address of two referees who can comment on your suitability for the post. These should not include relatives or purely personal friends. If you’ve been employed we would normally seek a reference from your present or most recent employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First referee** | | **Second referee** | | |
| Name: |  | Name: |  | |
| Position held: |  | Position held: |  | |
| Address: |  | Address: |  | |
| Tel number:  Email: |  | Tel number:  Email: |  | |
| References will be taken up for applicants who are shortlisted for interview. Can we take up references before interview? | | | | Yes / No |

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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. | |
| DBS (Disclosure and Barring Service) checks are only requested where appropriate.  Please see Guidance notes in the application pack for further details. | |

**Declaration**

**Data Protection Statement:**

I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice Nottingham, and if appointed, for the purposes of employment at Citizens Advice Nottingham.

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.

**How we will use your information**

The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely.

If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.

All use of applicant’s information will be relevant to their involvement, and may include:

• Contacting applicants when necessary

• Making reasonable adjustments to improve accessibility

• Monitoring statistical details of our applicants

• Providing ongoing support to applicants

• Addressing problems or complaints

***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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

Please return to: [recruitment@citizensadvicenottingham.org.uk](mailto:recruitment@citizensadvicenottingham.org.uk)

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| **CONFIDENTIAL APPLICATION FORM**  **SECTION 3**  **Diversity monitoring**  Please note **Sections 1 & 3** will be detached before sending your application to the recruitment panel for shortlisting. |

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| **Job title:** | **Debt Caseworker** |
| **Date:** |  |
| **Candidate ref. number (for office use only):** |  |

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| 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.  **General Data Protection Regulations (GDPR)**  Under data protection law we are allowed to ask for this information as it's sole purpose is to allow us to monitor the diversity of our applicants. Citizens Advice Nottingham will keep the information secure and confidential and use it only for the purposes of recruitment and selection diversity monitoring. If you become an employee of Citizens Advice Nottingham the information will be retained for the purpose of diversity monitoring only.  Thank you for your co-operation.  **The following information will not be seen by the recruitment panel and will not affect your application.** |

**Age**

<25  25-34 35-44  45-54 55-64  65+

**Gender**

Female

Male

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**

British

English

Scottish

Welsh

Northern Irish

Irish

Gypsy or Irish Traveller

Any other White background, please state……………………………..

**B Mixed Heritage**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please state…………………………….

**C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background, please state……………………………

**D Black or Black British**

Caribbean

African

Any other Black background, please state……………………………

**E Chinese or other ethnic group**

Chinese

Arab

Any 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?

Yes  No

**Sexual orientation**

What is your sexual orientation?

Bisexual

Gay man

Gay woman / lesbian

Heterosexual / straight

I prefer to use another term (please state): ........................................

**Transgender**

Is your gender identity the same as the gender you were assigned at birth?

Yes  No

**Religion or belief**

Which group below do you most identify with?

No religion

Christian (inc. Church of England, Catholic, Protestant & other denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

I prefer to use another definition (please state): .................................

From which website publication or other source did you **first** learn of the post?………..…………………………………………………………………………