



CHARNWOOD CITIZENS ADVICE BUREAU

Job Application Pack

Thank-you for your interest in a position at our Bureau.

Please complete an Application Form and an Equal Opportunities Monitoring Form to ensure that your application is considered.

Please note that CV's are not acceptable.

The closing date for applications and the date on which interviews will take place are shown in the Job Advert.

Interviews will be held at:

John Storer House, Ward's End, Loughborough LE11 3HA.

This Pack contains the following sections:

1. Notes for Applicants
2. Application Form (6 pages)
3. Equal opportunities monitoring form

We look forward to hearing from you.

Moya Hoults
Bureau Manager

The Charnwood Citizens Advice Bureau is a Company Limited by Guarantee.
Company Number: 4984410 Charity Number: 1102353.
Registered Office: John Storer House, Wards End, Loughborough LE11 3HA

Notes for Applicants (to accompany Application Form)

- ③ The form should be completed in black ink or black ballpoint pen or typed. This will make it easier for photocopying purposes.
- ③ Please do not send in your CV. It will not be considered if you do.
- ③ One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.
- ③ The appropriate Person Specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form and will assess this against the Person Specification.
- ③ The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate how you meet the requirements. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.
- ③ If you are shortlisted for interview, the Selection Panel will ask you questions based on the Person Specification which will cover the areas in more detail.
- ③ The following applies only to Advisers, and not to other posts. Sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971 are concerned with the following offences: assisting illegal entry, falsifying documentation or obstructing the authorities investigating immigration offences. If you have committed one of the offences above you may still be able to be an adviser; however, we would have to contact the Office of the Immigration Services Commissioner in order to discuss the issues.



APPLICATION FOR EMPLOYMENT

The Chair
Charnwood Citizens Advice Bureau
John Storer House
Wards End
Loughborough
Leicestershire, LE11 3HA

CONFIDENTIAL

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

We wish to ensure that comparison between applicants is fair and in line with the Association's Equal Opportunities Policies. The information you provide on this form is the **only** information we will use in deciding 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.

Position applied for: _____

Surname/family name: _____

First name: _____

Address: _____

Telephone number: _____

Home: _____

Work: _____

May we contact you at work? YES/NO

Date of birth: _____

(retirement age is 65 years)

When would you be available to take up the post? _____

Please refer to the accompanying letter for the interview date. Do you have any problem with this date?

EDUCATION AND TRAINING

Please list any education and/or training (including short courses) that you have undertaken:

Dates	Education/Courses/Training	Qualifications

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 have been employed we would normally seek a reference from your present or most recent employer.

First Referee

Name: _____

Position held: _____

Address: _____

Telephone number: _____

Second Referee

Name: _____

Position held: _____

Address: _____

Telephone number: _____

References will be taken up for applicants who are shortlisted for interview. Please tick box if you do **not** wish us to take up references before interview.

SUPPORTING INFORMATION

In this section we would like you to give specific information in support of your application, Taking **each point** of the person specification, demonstrate how you have all the necessary skills and abilities. Please note that there may be more or fewer points on the person specification than are listed on this form.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? YES/NO (please delete as appropriate)
(For further information please refer to the 'Notes for applicants' sent with this form.)

Data Protection Act 1998

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for (*state length of time – minimum 12 months*) after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

For the purposes of the Act the Data Controller is:
Charnwood Citizens Advice Bureau.

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.

Signature _____ Date _____

Equal opportunities monitoring form

Confidential

Please return this with your application form. It will be separated from your application before short-listing. The selection panel will not see this form, which will be used for monitoring purposes only.

Post applied for _____
Surname/family name _____
First name(s) _____
Gender **Female** _____ **Male** _____

Age _____

Ethnic Group

Please indicate your ethnic group.

White	Mixed	Asian or Asian British	Black or Black British	Chinese or Other Ethnic Group
British	White and Black	Indian	Black Caribbean	Chinese
Irish	Caribbean	Pakistani	Black African	Other Ethnic Group
Other White	White and Black African	Bangladeshi	Other Black	
	White and Asian	Other Asian		
	Other Mixed			

Disability

Do you have a disability? Yes _____ No _____

Where did you hear about this vacancy? _____

Thank you for completing this form