# CAB colour 40mm**INVERNESS, BADENOCH & STRATHSPEY**

# **Citizens Advice Bureau, 29-31 Union Street, Inverness, IV1 1QA**

# **Employment Application Form**

**Post Title: Business Support Administrator**

Citizens Advice Bureau is an equal opportunities organisation.

CABx offer free, confidential and impartial advice. Applicants must be willing to work within these principles and support the Citizens Advice Bureau equal opportunities policy.

A job description and information about policies including a copy of Inverness Badenoch & Strathspey Citizens Advice Bureau’sprivacy statement/policyis enclosed within this application pack*.*

This form can be completed electronically and returned by email to [admin@invernesscab.casonline.org.uk](mailto:admin@invernesscab.casonline.org.uk).

Inverness Citizens Advice Bureau wishes to ensure that comparison between applicants for posts is thorough, fair and in line with its Equal Opportunities Policy. It is therefore essential that you complete this application form fully, as it will be used to access whether you will be short-listed for interview. The additional information section should contain all the information as to how you meet and/or exceed the role expectations.

The Bureau will also, when relevant, require a basic and/or full disclosure and when required also a PVG check to be carried out.

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| --- |
| Title: Mr / Mrs / Miss / Miss / Ms  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Please state how you wish to be addressed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel. No. (Day): Tel. No. (Evening): |
| How much notice, if applicable, are you required to give? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The date of interview will be: - |

## **Education & Training**

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

|  |  |  |
| --- | --- | --- |
| **Dates** | Education/Courses/Training | **Qualifications** |
|  |  |  |

## **Work Experience**

We want to know about your work experience, paid or unpaid. Please include current/previous employment, voluntary work, or community activities, and time spent caring for dependents, etc, if appropriate.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name of**  **Employer / Organisation** | **Main Tasks Undertaken and**  **Reason for Leaving** |
|  |  |  |

## **Additional Information**

In this section we would like you to evidence clearly how your experiences to date have equipped you to meet the criteria that we are seeking in the Job Description **This section is what we will use to advance your application so taking the Job Description please detail in full why we should appoint you to the role on offer.** Please give examples if appropriate of how you have carried out similar tasks.

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## **References:**

Please give below the names and addresses of two referees who can comment on your suitability for the post. If you have been employed, we would normally wish to seek a reference from your present or most recent employer.

May we contact your present employer at this stage? **Yes / No**

(Please delete as appropriate)

**Referees Details:**

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| --- |
| **Referee 1 - Name:** Position Held:  Address:  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Referee 2 - Name:** Position Held:  Address:  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| I declare that the information I have given on this form is correct to the best of my knowledge.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please return this form marked Private & Confidential to:**  E-mail:[**admin@invernesscab.casonline.org.uk**](mailto:admin@invernesscab.casonline.org.uk) |
| **Closing Date for Applications: Thursday 4th March 2021 by 12 Noon** |