# APPLICATION FOR EMPLOYMENT

|  |
| --- |
| **BRIDGETON CITIZENS ADVICE BUREAU**  **35 Main Street**  **Bridgeton**  **Glasgow**  **SC000930**  Please complete this form in **black** ink or type to enable clear photocopying.  Bridgeton 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 assess whether you will be shortlisted for interview. CVs are not acceptable. CONFIDENTIAL |

Please complete this form in **black** ink or type to enable clear photocopying. **Unfortunately we cannot accept CVs.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION APPLIED FOR: Patient Adviser**

**NAME** \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE NUMBER** Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact you at work **YES/NO**

(Please delete)

**E-mail address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We will use this as our preferred means of contact**

If offered this position when could you start work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES** | **NAME OF EMPLOYER/**  **ORGANISATION** | **MAIN TASKS UNDERTAKEN** | **REASON FOR LEAVING** |
|  |  |  |  |

**EDUCATION AND TRAINING**

EDUCATION - Please give general information on the education you have received, and highlight any which is particularly relevant to the post.

|  |  |  |
| --- | --- | --- |
| **DATES** | **EDUCATION** | **QUALIFICATIONS RECEIVED** |
|  |  |  |

TRAINING - Please list any training which you have received, or are currently undertaking, which you consider relevant to the advertised post.

|  |  |  |
| --- | --- | --- |
| **DATES** | **TRAINING** | **QUALIFICATIONS RECEIVED**  **(if applicable)** |
|  |  |  |

**ADDITIONAL INFORMATION**

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description and person specification, please indicate what experience, skills and interests you would bring to this job.

|  |
| --- |
|  |

Please continue on separate sheet if required

**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. We will **only** take up references following interview.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? **YES/NO**

If yes please give details of relevant dates.

**I declare the information given on this form is correct to the best of my knowledge.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return your application via Email to:- [Bureau@Bridgetoncab.casonline.org.uk](mailto:Bureau@Bridgetoncab.casonline.org.uk)

OR

In an envelope clearly marked ‘Confidential’ to:

Frank Mosson

Manager

Bridgeton CAB

35 Main Street

Glasgow

G40 1QB

**Closing date for application: Tuesday 22nd July 2014 at 5pm.**

**If selected for Interview, they will be held on 7th August 2014.**

If you have not received an invitation to Interview by then you have unfortunately not been selected on this occasion.

We regret we are unable to acknowledge receipt of completed application forms.