# cab-logo-on-radio-bracknell-forest

***Strictly Private and Confidential***

# APPLICATION FOR EMPLOYMENT

## Motherwell & Wishaw Citizens Advice Bureau

**32/33 Civic Square**

**Motherwell**

**ML1 1TP**

**Telephone: 01698 265 349**

**Please this form in black ink or type to enable clear photocopying. Please call 01698 259305 to request an email version**

Motherwell & Wishaw Citizens Advice Bureau wishes to ensure that comparison between applicants for posts is thorough and in line with it 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. **Please do not enclose curriculum vitae**.

### 1. Position Applied for

**2. Surname First Names**

**3. Address**

**4. Telephone Number**

### 5. How much notice, if applicable, are you required to give?

**6. Shortlisted applicants will be invited to attend interview w/c** 27 October 2014

**Please supply contact number and /or an e-mail address**

**7. Do you hold a clean current driving licence?** **Yes No**

### 8. Please state where you saw the advert for this post

#### If you require access assistance please phone (01698) 259305

**9. Are you entitled to work in the United Kingdom? Yes No**

*Please note, if you are called to an interview you will be asked to produce supporting evidence.*

**10**. **Protection of Vulnerable Groups Scheme**

You will be required to complete a Protection of Vulnerable Group Scheme membership form on which you will be asked to disclose any criminal offences of which you have been convicted. The level of check will be enhanced.

Do you have any unspent criminal convictions, police caution, reprimands or warnings or do

you have any cases pending against you?

**Yes No**

If yes, please specify

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

**11. 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. Say why you left.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Names of Employer(s)/Organisations | Main Tasks Undertaken  | Why did you leave? |
|  |  |  |  |

**12. Education and Training**

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

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

**13. 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 an additional sheet if you wish)**

### 15. References

The Motherwell & Wishaw Citizens Advice Bureau requires to receive positive references prior to confirming appointment of the successful candidate. The post involves working with young people and vulnerable adults.

Please give below the names and addresses of two referees who can comment on your suitability for the post. If you have been employed, one should be from your present or most recent employer.

Name

Relationship

Position held

Address

Telephone No

Name

Relationship

Position held

Address

Telephone No

* **References will only be taken up where the Board of Directors intends to make an offer of employment**

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

**Signature ……………………………………………………………. Date ……………………………………**

**Closing Date for application: 24 October 2014 – 5pm**

Please return this form marked “Confidential” to:- Manager

 Motherwell & Wishaw Citizens Advice Bureau

 32-33 Civic Square

 MOTHERWELL

 ML1 1TP

### Date of interviews for successful applicants: w/c 27 October 2014

**YOU ARE REQUESTED TO BRING TO INTERVIEW ALL RELEVANT EDUCATION/VOCATIONAL CERTIFICATES YOU HAVE REFERRED TO IN THIS APPLICATION**

**Data Protection**

The personal record of the person appointed to this post will be held in Motherwell & Wishaw Citizens Advice Bureau in accordance with the Data Protection Act. The personal records of unsuccessful candidates will be destroyed as confidential waste two weeks after the fixed interview date or deferred date.

Self-Declaration Form for an Applicant working with Adults at Risk therefore requiring a PVG Scheme Disclosure

Private & Confidential

The post that you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Protection of Vulnerable Groups Act 2010 applies. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

Please give details regarding any convictions and cautions under the heading in **Section 1.**

Please give details of any relevant non-conviction information in **Section 2.**

If you have **no** convictions, cautions, or relevant non-conviction information please go to **Section 3** and sign the declaration form.

Should you be appointed for the position applied for you will also be required to provide a Protection of Vulnerable Group (PVG) Scheme Disclosure under the terms of the Protection of Vulnerable Groups Act 2010.

**Section 1**

1. Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.
2. Please give details of the reasons and circumstances that lead to your offence(s)
3. Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.
4. Has any other organisation(s) supported you to work through any of the above issues?
5. What have you learned from the experience?

**Section 2 :** Non-conviction relevant information:

**Section 3**

**Declaration** (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal).

Signature:

Date:

*NOTE: The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return prior to your interview*

Updated March 2011

**EQUAL OPPORTUNITIES – RECRUITMENT MONITORING FORM**

|  |  |
| --- | --- |
| POST TITLE  |   |

The CAB is striving to ensure equality of opportunity in its volunteering and employment policies and therefore we have decided to monitor our recruitment practices. This will help us identify areas of under representation in our workforce and to assess those areas where positive action is needed. In order that we can monitor each stage of the recruitment process, you will be asked to complete this form on application.

Your co-operation in completing this form would be greatly appreciated. We must stress that any information you give will be strictly confidential. You are not obliged to answer the questions but you will appreciate that, for our monitoring policy to be wholly effective, we would hope to have 100% response.

If you do not wish to answer any question(s) this will not affect your application in any way. There follows an explanation of some of the sections where appropriate. Thank you for your time and co-operation in completing our form.

We wish to give you the following assurances

* The information provided will not form the basis of any part of selection
* All information will be regarded as confidential
* This information will only be used for statistical purposes to monitor the composition of the service.

**1. ETHNIC ORIGIN**

We appreciate that some people, including those of mixed race, may not be happy with classification used on monitoring forms. The classifications we have used are those used by the General Register for Scotland – census forms. If you wish to classify yourself in some other way, please use the additional space provided to do so.

I would describe my ethnic origin as *(in your own words or if you prefer tick one of the following):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White Scottish |  | Indian |  | Chinese |  |
| Other White British |  | Pakistani |  | Caribbean |  |
| Irish  |  | Bangladeshi |  | African  |  |
|  Any other white background |  | Any other Asian background  |  | Any other Black background  |  |

Other ethnic background (please specify)……………………………….

**2. GENDER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I am *(please tick):* | Male |  | Female |  | Transgender  |  |

**3. AGE**

|  |  |  |  |
| --- | --- | --- | --- |
| 25 and under |  | 55 and over |  |
| 26 - 34 |  | Declined to answer |  |
| 35 - 54 |  |  |  |

Cont’d overleaf**4. DISABILITY**

We understand that many employees do not declare disability or caring responsibilities because of possible discrimination against them by employers in the selection process and many people do not register as disabled for the same reason. We would like to know how many people we attract to the service so that we can monitor the effectiveness of our policies towards disabled people and their carers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Disability\* | Yes  |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Registered disabled\* | Yes  |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Would you require special adaptations/equipment  |  Yes  |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Carer of someone with a disability  |  Yes |  | No |  |

Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If you answer in the affirmative to any of the above questions and are short-listed for interview, please contact the CAB to ensure that interview arrangements are to your satisfaction.

**5. SEXUAL ORIENTATION**

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore re-iterate that you are under no obligation to answer it.

I would describe myself as *(please tick):*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  | Gay |  | Bisexual |  | Transgender |

**6. MEDIA RESPONSE**

## Where did you see this post advertised or how did you find out about it?

|  |
| --- |
|  |

**7. COMMENTS**

Do you have any comments about our monitoring form?

|  |
| --- |
|  |