**Basic Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Role Applied For** |  |
| **Current (or most recent) Job Title** |  |
| **Current (or most recent) Employer** |  |
| **Current (or most recent) Salary** |  |
| **Notice Period** |  |

**References**

Any offers of employment with Citizens Advice Scotland are conditional upon receipt of satisfactory references. Please provide details below, of where we can obtain references covering your last 3 years of employment.

If you have been in education, please provide details of where an academic reference can be obtained.

For each reference, please detail the following information:

|  |  |
| --- | --- |
| **Name, Job Title & Organisation** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Dates employed / studied**  |  |

Please note that we will not contact any referees until an offer of employment has been made and your authorisation has been obtained.

**CRIMINAL CONVICTIONS DECLARATION**

Citizens Advice Scotland, as part of its equal opportunities policy, welcomes applications from ex-offenders. Some of our posts, for example those concerned with working directly with money, involve situations where an ex-offender might be in a potentially vulnerable position unless consideration of their background has been given at the outset.

**You do not need to declare offences which would be deemed as spent under the Rehabilitation of Offenders Act 1974.**

1. Have you ever been convicted for a criminal offence?

 Yes [ ]  No [ ]

Please give details of date(s) of offence(s), nature of offence(s) and sentence(s) passed.

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1. Are you at present the subject of criminal charges?

Yes [ ]  No [ ]

 Please give details:

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**Right to Work in the United Kingdom**

All employees must be able to demonstrate that they are legally entitled to work in the United Kingdom.

In order to apply for employment with Citizens Advice Scotland, you must declare that you have the right to work in the United Kingdom and that, if successful, you will be able to provide the necessary documentation (typically a passport or a birth certificate together with proof of National Insurance Number).

By completing this application form, you are declaring that you are legally entitled to work in the United Kingdom.

Please state below, by selecting the statement that applies to you, if there are any restrictions or limitations on your legal right to work in the United Kingdom.

[ ]  I confirm that I have the right to work in the United Kingdom without restriction

[ ]  I confirm that I have the right to work in the United Kingdom until [insert date] and I hold the appropriate Visa documentation to confirm this right. I have no restrictions or limitations on my Visa

[ ]  I confirm that I have the right to work in the United Kingdom until [insert date] and I hold the appropriate Visa documentation to confirm this right. I am restricted to [detail any restrictions or limitations on working in the UK]