

**Application for Employment**

Citizens Advice Edinburgh

58 Dundas Street, Edinburgh, EH3 6QZ

A charity registered in Scotland, No. SC038195. Authorised and regulated by the Financial Conduct Authority; FRN: 617456

Equality

Citizens Advice Edinburgh is striving to be an equal opportunities organisation and welcomes applications from all people regardless of age, creed, gender, race, sexual orientation or disability. We value diversity in our workforce and are willing to consider flexible working arrangements.

Citizens Advice Edinburgh offers free, confidential and impartial advice. Applicants must be willing to work within these principles and support the Citizens Advice Bureau Equal Opportunities Policy.

Equal Opportunities

Citizens Advice Edinburgh 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.

|  |  |
| --- | --- |
| **Position Applied for:** |  |

**Name and Contact Details:**

|  |  |
| --- | --- |
| **Title:** |  |
| **Name:** |  |
| **Address:** |  |
| **E-mail:** |  |
| **Phone Number:** |  |

**Education and Training:**

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

|  |  |  |
| --- | --- | --- |
| **Date** | **Education/Course/Training** | **Qualification** |
|  |  |  |

**Work Experience:**

Please list below any work experience (paid or unpaid) that you have undertaken. Please include current and previous employment and any voluntary roles:

|  |  |  |
| --- | --- | --- |
| **Date** | **Name of Employer/Organisation** | **Main tasks and Responsibilities** |
|  |  |  |

**Evidence of how you meet the essential criteria:**

In this section we would like you to give your reasons for applying for this post. Please indicate what knowledge, skills and experience you will bring to this role and evidence how that meets each of the essential criteria.

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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? | (Please delete as appropriate)  Yes / No |

Referees Details:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **E-mail:** |  |
| **Phone number:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **E-mail:** |  |
| **Phone number:** |  |

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

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |