# **cab_logoApplication for Employment**

# **Inverness Badenoch and Strathspey Citizens Advice Bureau**

# **103 Academy Street**

# **Inverness**

# **IV1 1LX**

IBS CAB is striving to be an equal opportunities organisation and welcomes applications from all people regardless of age, creed, gender, race, sexual orientation or disability.

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.

Please complete this form in black ink or type to enable clear photocopying.

IBS CAB 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 & Equal Opportunities Proforma fully, as it will be used to access whether you will be short-listed for interview.

The Bureau will also, when relevant, require a full Disclosure to be carried out.

Position Applied For: **Patient Adviser 21 hours per week**

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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: - To be arranged |
| Do you hold a current driving licence? Yes / No |

## Education & Training

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

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

## **Application for Employment (page 3/5)**

## 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** |

## Additional Information

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

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## References:

Please give below the names and addresses of two referees who can comment on your suitability for the post. We do not take up references unless we have decided to make a job offer.

Referees Details:

|  |
| --- |
| Name: Position Held:  Address:  Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: Position Held:  Address:  Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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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:    Recruitment  Inverness Citizens Advice Bureau  103 Academy Street  Inverness  IV1 1LX |
| Closing Date for Applications: **Friday 3rd July 2015** |