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**APPLICATION FORM**

Please complete the form fully and return to:

Office Manager, Dumfries & Galloway Citizens Advice Service, 81-85 Irish Street, Dumfries, DG1 2PQ : Email: [recruitment@dagcas.org](mailto:recruitment@dagcas.org)

CVs WILL NOT BE ACCEPTED OR CONSIDERED

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| **Post Details** | | | |
| Post Applied For: |  | Location: |  |

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| **Advertisement Source** | |
| How did you learn of this vacancy? |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | |
| First Name: |  | | Surname: |  | | |
| Address: |  | | Home Phone: |  | | |
| Mobile Phone: |  | | |
| Work Phone: |  | | |
| Email Address: |  | | |
| Postcode: |  | Do you hold a current car driving licence: | | | Yes | No |
| If selected, will you be able to produce the required documentation to confirm that you can legally work in the UK? | | | | | Yes | No |
| If you believe you need a ‘reasonable adjustment’ then please tell us about any special requirements we may need to make  to assist you at the interview or during any subsequent employment. We will endeavour to make any reasonable  adjustments as required by the Equality Act 2010. | | | | | | |
| (Continue on a separate sheet if necessary) | | | | | | |

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| **Qualifications (list all relevant vocational and academic qualifications)**  (Successful candidates will be required to produce documents prior to taking up post) | | | |
| Details of Qualification | Grade/Level | Awarding Body | Date Obtained |
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(Continue on a separate sheet if necessary)

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| **Membership of Professional Bodies/Registration Details** | | |
| Body | Grade of Membership and/or Registration Number | Date of Entry |
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| **Existing Member of PVG Scheme:** |  | Yes | No |  | Adults | Children | Both |
| If yes, membership number: | | | | | | | |

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| **Employment History & Voluntary Work** | | | | | | | |
| Current Employment | | | | | | | |
| Employer’s Name & Address | Position held & Description of Duties | | | | | From | To |
|  |  | | | | | Click here to enter a date. | Click here to enter a date. |
| Current Salary | |
|  | |
| Nature of Business | Reason for Leaving | | | | | Notice Required | |
|  |  | | | | |  | |
|  | | | | | | | |
| Previous Employment (give details of all previous employment & voluntary work) | | | | | | | |
| Name & Address of Employer  & Nature of Business | | Dates | | Position Held | Reason for Leaving | | |
| From | To |
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| **Health (You will be required to complete a Health Assessment Form if you are appointed)** |

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| **Experience, Skills and Training** | |
| Please use this space to explain **in no more than 600 words** how your experience, skills and training are particularly relevant to your application and how they address the points in the Job Description and Personal Specification. You may use examples from both inside and outside of work. |
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| **References** | | | | | |
| * Please provide the names of two referees, one of whom must be your current or most recent employer. The other referee should, where possible, be a former employer. * We will normally ask for references from the company rather than a named individual; * We reserve the right to also contact other previous employers; * All offers of employment are subject to satisfactory references; * References will only be requested after interview for successful applicants. | | | | | |
| 1. | Referee: |  | 2. | Referee |  |
|  | Position: |  |  | Position |  |
|  | Company: |  |  | Company: |  |
|  | Address: |  |  | Address: |  |
|  | Postcode: |  |  | Postcode: |  |
|  | Telephone No: |  |  | Telephone No: |  |
|  | Email: |  |  | Email: |  |

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| **Data Protection Act 2018** |
| In order to provide an effective HR service, personal data, which may include data classified under the Data Protection Act 2018 as sensitive data, will be held in personnel files, both manual and computer. This data will not be disclosed outwith Dumfries & Galloway Citizens Advice Service without express written permission unless there is a legal obligation to do so. Access to information held on file (manual and computer) and the right to ask for this information to be corrected may be obtained by contacting the CEO. |

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| **Declaration (please read carefully)** | | | |
| * I accept that data from this form will be kept on a computerised database, and will be kept manually if I am selected by Dumfries & Galloway Citizens Advice Service; * I consent to a disclosure application being made under the terms of the Police Act 1997, if the post is offered; * I consent to information being shared with agencies who commission services from Dumfries & Galloway Citizens Advice Service if the post is offered where this is required to comply with contracts.   I certify to the best of my knowledge that all information contained in this form is true and correct. I realise that false information or omission may lead to the rejection of my application or, if employed, dismissal without notice. | | | |
| Signature: |  | Date: |  |

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| **For Internal Use Only** | | | | | | | | | | |
| Interview | | | Offered Post | | | Close 2nd (to be contacted if selected candidate withdraws) | | Suitable for Volunteer | | |
| Yes | | No | Yes | | No | Yes | No | Yes | | No |
| Reason: |  | | Reason: |  | | Reason: |  | Reason: |  | |
|  |  |  |  |
| Initial | | Date | Initial | | Date | Initial | Date | Initial | | Date |
|  | |  |  | |  |  |  |  | |  |