**Policy Statement on Recruitment**

Parkhead Citizens Advice Bureau aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, age, sex, marital status, sexual preference or disability. The selection criteria are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All employees are given equal opportunity and access to training to enable them to develop their skills and competence.

**IMPORTANT NOTES FOR APPLICANTS**

**PLEASE READ PRIOR TO COMPLETION OF THE APPLICATION FORM**

Parkhead Citizens Advice Bureau 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 assess whether you will be short-listed for interview.

Please refrain from supplying on this application form (except for the first page) any names or personal information which could identify your gender or ethnic origin.

Continuation sheets should have your initials on them if you are worried they may become separated from the application form.

**Please note curriculum vitae will not be accepted as an alternative to completing the application form.**

One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or personal friend.

The enclosed person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form and will assess this against the person specification.

The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate how you meet the requirements of the post. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.

If you are shortlisted for interview, the selection panel will ask you competence based questions based on the job description and person specification.

**PARKHEAD CITIZENS ADVICE BUREAU**

**CONFIDENTIAL**

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

POSITION APPLIED FOR **Administration Assistant**

NAME:

ADDRESS:

TELEPHONE NO HOME:

WORK:

May we contact you at work? YES/NO

EMAIL ADDRESS:

(We will use this as our preferred means of contact)

If offered this position when could you start work?

**REFERENCES**

Please give below the names, addresses and daytime telephone numbers 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. We will **only** take up references following interview.

Name: Name:

Position held: Position held:

Address: Address:

Phone: ­­­ Phone: ­­­

Parkhead Citizens Advice Bureau is registered under the Data Protection Act to hold personal information including information regarding all applicants to the organisation. By signing below you are agreeing to Parkhead Citizens Advice Bureau holding your personal details. This information will be kept confidential.

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

Signature Date

**email** your completed applicationto [recruitment@parkheadcab.org.uk](mailto:recruitment@parkheadcab.org.uk) or send by **post** to Recruitment, Parkhead Citizens Advice Bureau, 1361 Gallowgate, Glasgow, G31 4DN

###### Please mark the envelope "CONFIDENTIAL"

**Closing date for receipt of applications is Monday 11 December 2017 at 5pm**

**Provisional date for interviews Monday 18 December 2017**

**WORK EXPERIENCE**

We would like 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.

|  |  |  |  |
| --- | --- | --- | --- |
| DATES | NAME OF EMPLOYER/  ORGANISATION | MAIN TASKS UNDERTAKEN | REASON FOR LEAVING |
|  |  |  |  |

**EDUCATION AND TRAINING**

**EDUCATION** - Please provide general information on your education and qualifications and highlight any which you feel are particularly relevant to the post.

|  |  |  |
| --- | --- | --- |
| DATES | EDUCATION | QUALIFICATIONS ACHIEVED |
|  |  |  |

**TRAINING** - Please provide information on any training you have undertaken, or are currently undertaking, which you consider relevant to the post.

|  |  |  |
| --- | --- | --- |
| DATES | TRAINING | QUALIFICATIONS ACHIEVED  (if applicable) |
|  |  |  |

**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 required).