### CONFIDENTIAL

### APPLICATION FOR EMPLOYMENT

**DALKEITH & DISTRICT CITIZENS ADVICE BUREAU**

**2-8 Buccleuch Street**

**Dalkeith**

**Midlothian**

**EH22 1HA**

We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet the person specification.

Please note that CVs are not accepted.

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**POSITION APPLIED FOR: Income Maximisation Officer**

**SURNAME ........................…….. INITIAL/S .......................……….……**

**ADDRESS….........................…… CONTACT TEL NUMBERS:**

**………………………………………**

**DAY/WORK.....................……………**

**………………………………………**

**EVENING………………………………**

**………………………………………**

May we contact you at work? **YES/NO**

**(Please delete as applicable)**

**E-mail address: …………………………………………………………………….**

**How much notice, if applicable, are you required to give to your present**

**Employers?**

**………………………………………………………………………………………….**

**CAREER HISTORY / WORK EXPERIENCE:**

Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

|  |  |  |
| --- | --- | --- |
| **Name & Address of Employer/**  **Organisation:** | **Position held &**  **Main duties / responsibilities:** | **Dates - from-to &**  **Reason for leaving:** |
|  |  |  |

**EDUCATION**

Please give details of any educational qualifications you have obtained from school, college, university etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject:** | **Level/Grade:** | **Awarding Body:** | **Date:** |
|  |  |  |  |

**TRAINING**

Please list any other training which you have completed, or are currently undertaking, which you consider relevant to the post. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider:** | **Details of training completed / Qualification(s) obtained:** | **Awarding Body (if relevant):** | **Date:** |
|  |  |  |  |

**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 bring to this job. (Continue on a separate sheet if necessary.)

|  |
| --- |
|  |

**REFERENCES**

Please provide 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? **YES/NO** (Please delete)

Name ..............................……... Name .................................………….

Position ............................…….. Position ..............................………….

Address ...........................……... Address ..............................………….

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Tel No / Tel No/

E-mail …………………………… E-mail ………………………………..

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**Criminal Convictions:**

Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? YES/NO (Please delete as appropriate)

If YES please provide details of the offence and the date of conviction:

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**Entitlement to work in the UK:**

Please note, a job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996.

You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

Dalkeith & District CAB Bureau does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

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**Data Protection Statement:**

I consent to this information being processed and stored for the purpose of recruitment and selection at Dalkeith & District CAB, and if appointed, for the purposes of employment at Dalkeith& District CAB.

I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.

If you are sending your application form by e-mail, please mark this box

(as a substitute for your signature) to confirm that you agree to the above declaration

**Signature**............................................................... **Date**.................................

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Please return your completed application form (preferably via e-mail) by Thursday

**5pm** on the closing date of **Friday, 4th February** to**:**

[julie.podet@dalkeithcab.org.uk](mailto:julie.podet@dalkeithcab.org.uk)

If returning by post, please mark envelope ‘Private & Confidential - Job Application’ and send to:

Julie Podet

Bureau Manager

Dalkeith & District CAB

2-8 Buccleuch Street

DALKEITH

EH22 1HA

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*If you have any queries regarding the post or the application process, please do not hesitate to contact Julie Podet on 0131-654-4363 for further information.*