**APPLICATION FOR EMPLOYMENT**

**ABERDEEN CITIZENS ADVICE BUREAU**

**41 Union Street**

**Aberdeen**

**AB11 5BN**

**CONFIDENTIAL**

Aberdeen 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 shortlisted for interview. CVs are not acceptable.

**Please complete this form by typing into the grey boxes only.**

**To change Yes/No answers, click on “Yes” and a drop down box will appear.**

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |
| **SURNAME**  | **FIRST NAME(s)**  |

|  |  |  |
| --- | --- | --- |
| **ADDRESS:**      |  | **CONTACT DETAILS:****DAY/WORK:****MOBILE:****EVENING:** **EMAIL:**May we contact you at work?  |
| How much notice, if applicable, are you required to give to your present employer?      weeks |
| Do you hold a current driving licence? *This question is only relevant to certain jobs; please refer to the job description.* |
| Are you free to remain and take up employment in the UK? – if no, please specify what restrictions have been placed      Are you subject to immigration control? - if yes, please specify       |

**Rehabilitation of Offenders Act**

Do you have any unspent criminal convictions? (Declaration subject to the Rehabilitation of Offenders Act 1974)

**Disability Confident**

As a Disability Confident employer, we have a Guaranteed Interview Scheme. This means that we guarantee an interview to all candidates with a disability who meet our minimum criteria for the job vacancy.

If you have a disability (as defined by the Equality Act 2010), do you wish to apply under the Guaranteed Interview Scheme?

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

Please include this page in your completed application – This is to allow us to separate the personal information on page one from the main part of the application.

**PLEASE NOTE THAT ALL BOXES WILL EXPAND AS YOU TYPE INTO THEM AND ARE THEREFORE NOT RESTRICTED BY THE SIZE OF THE BOX**

**WORK EXPERIENCE**

We want to know about your work experience, paid and unpaid. Please include your current/previous employment, voluntary work, or community activities, and time spent caring for dependants, etc, if appropriate. Please start with your most recent experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer/****Organisation** | **Job Title** | **Dates** | **Main tasks undertaken** |
|       |       | From     To      |       |
|       |       | From     To      |       |
|       |       | From     To      |       |
|       |       | From     To      |       |
|       |       | From     To      |       |
|       |       | From     To      |       |

**PLEASE NOTE THAT ALL BOXES WILL EXPAND AS YOU TYPE INTO THEM AND ARE THEREFORE NOT RESTRICTED BY THE SIZE OF THE BOX**

**QUALIFICATIONS**

Please give general information on the education you have received, and highlight any which are particularly relevant to the post. Please start with your most recent education.

|  |  |  |
| --- | --- | --- |
| **Awarding Body** | **Qualifications** | **Year Awarded** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**TRAINING**

Please list any training which you have received, or are currently undertaking, which you consider relevant to the post. Please start with your most recent training.

|  |  |  |
| --- | --- | --- |
| **Training** | **Qualifications** | **Date Undertaken** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**PLEASE NOTE THAT ALL BOXES WILL EXPAND AS YOU TYPE INTO THEM AND ARE THEREFORE NOT RESTRICTED BY THE SIZE OF THE BOX**

**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 specifications, please indicate what experience, skills and interests you would bring to this job and include personal examples from your work and personal life to illustrate your experience.

|  |
| --- |
| **Experience**      |

|  |
| --- |
| **Skills and Attributes**      |

|  |
| --- |
| **Values and Attitudes**      |

|  |
| --- |
| **Knowledge**      |

**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 current employer or most recent employer.

May we contact your present employer at this stage?

|  |  |
| --- | --- |
| **REFERENCE 1**Name      Position      Address                              Tel number:      Email:       | **REFERENCE 2**Name      Position      Address                              Tel number:      Email:       |

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

**Signature:**       **Date:**

**Please return this form to:**

The Manager

Aberdeen Citizens Advice Bureau

41 Union Street

Aberdeen

AB11 5BN

Or email to:

manager@aberdeencab.org.uk