# **cab_logoApplication for Employment**

# **Inverness, Badenoch & Strathspey**

# **Citizens Advice Bureau**

# **103 Academy Street**

# **Inverness**

# **IV1 1LX**

Citizens Advice Bureau 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.

A job description and information about policies is enclosed.

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

Inverness 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 & Equal Opportunities Template 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.

#### Post:

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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: - |
|  |

## **Education & Training**

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

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

## **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 and**  **Reason for Leaving** |
|  |  |  |

## **Additional Information**

In this section we would like you to evidence clearly how your experiences to date have equipped you to meet the criteria that we are seeking in the Job Description and Person Specification. **This section is what we will use to advance your application so taking the Job Description and Person Specification please demonstrates in detail why we should appoint you to the role on offer.** Please give examples if appropriate of how you have carried out similar tasks.

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## **References:**

Please give 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 as appropriate)

Referees Details:

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

|  |
| --- |
| 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:  **E-mail**: [admin@invernesscab.casonline.org.uk](mailto:admin@invernesscab.casonline.org.uk)  **Post:** Inverness, Badenoch & Strathspey  Citizens Advice Bureau  29-31 Union Street  Inverness  IV1 1QA |
| Closing Date for Applications: 8 October 2018, 5pm |