**Personal Details Form**

**Please complete all sections of this form, including candidate details, acceptance of our privacy notice for job applications, reference details and a declaration of your right to work in the UK.**

**CANDIDATE DETAILS**

Please complete your details below:

|  |  |
| --- | --- |
| Candidate Name |  |
| Previous Name(s) if applicable (please include dates) |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |
| Role Applied For |  |
| Where did you see the job advertised? |  |
| Current (or most recent) job title |  |
| Current (or most recent) employer |  |
| Current (or most recent) salary |  |
| Notice Period |  |

**GENERAL DATA PROTECTION REGULATION**

Citizens Advice Scotland (CAS) is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Our ‘Privacy Notice for Job Applicants’ sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant, how we use that information, how long we keep it for and other relevant information about your data. It is important that you read this notice so that you are aware of how and why we are using your data, please check the box below to confirm that you have done so.

I confirm that I have read, understood and agree to the CAS Privacy Notice for Job Applicants.

**REFERENCES**

Any offers of employment with Citizens Advice Scotland are conditional upon receipt of satisfactory references.

Please provide below details of where we can obtain **at least two references covering your last 5 years of employment** (include additional boxes if necessary).

If you have been in full-time education during the last 5 years, please provide details of where an **academic reference** can be obtained.

For each reference, please detail the following information:

Referee 1

|  |  |
| --- | --- |
| Name of referee |  |
| Job title of referee |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |
| Dates employed |  |

Referee 2

|  |  |
| --- | --- |
| Name of referee |  |
| Job title of referee |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |
| Dates employed |  |

Please note that we will not contact any referees until an offer of employment has been made and your authorisation has been obtained.

**RIGHT TO WORK IN THE UNITED KINGDOM**

All employees must be able to demonstrate that they are legally entitled to work in the United Kingdom.

In order to apply for employment with Citizens Advice Scotland, you must declare that you have the right to work in the United Kingdom and that, if successful, you will be able to provide the necessary documentation (typically a passport or a birth certificate, together with your National Insurance Number).

By completing this application form, you are declaring that you are legally entitled to work in the United Kingdom.

Please state below, by selecting the statement that applies to you, if there are any restrictions or limitations on your legal right to work in the United Kingdom.

I confirm that I have the right to work in the United Kingdom without restriction

I confirm that I have the right to work in the United Kingdom until [insert date] and I hold the appropriate Visa documentation to confirm this right. I have no restrictions or limitations on my Visa

I confirm that I have the right to work in the United Kingdom until *[insert date]* and I hold the appropriate Visa documentation to confirm this right. I am restricted to *[detail any restrictions or limitations on working in the UK]*