Personal Details Form

**Please complete all three sections of this form, including candidate details, 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 |  |

**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 education, 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  |  |

Referee 3 (for academic reference)

|  |  |
| --- | --- |
| Name of referee |  |
| Job title of referee |  |
| Educational Institution |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |
| Dates studied  |  |

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 proof of 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]*