To apply for this role, please complete this application form and send it to

**Della Armstrong, Bureau Manager**

**Shetland Islands CAB**

**Market House**

**14 Market Street**

**Lerwick**

**Shetland**

**ZE1 0JP**

**Or by email to** [**della.armstrong@shetland.org**](mailto:della.armstrong@shetland.org)

Closing date for applications: **12 noon on Monday 25th March 2024.**

In order for your application to be considered, please ensure you complete all sections of this form. We assess applications against the job description and person specification for the post.

Please ensure that your Personal Statement on page 8 of the application provides **detailed evidence of how you meet each of the competencies** set out in the Person Specification.

Electronic completion of the form is preferred though handwritten application will be considered.

Please do not send in your CV as we will only consider your completed application form.

We respond to all applications, so once the deadline for the role has passed, we will carefully review your application and let you know if it will be progressed to the next stage in the process.

**Sections**

[Candidate Details 2](#_Toc264557)

[General Data Protection Regulation 2](#_Toc264558)

[References 3](#_Toc264559)

[Right to Work in the United Kingdom 4](#_Toc264560)

[Employment History 5](#_Toc264561)

[Qualifications 7](#_Toc264562)

[Personal statement 8](#_Toc264563)

[Declaration 9](#_Toc264564)

# Candidate Details

Please complete your details below:

|  |  |
| --- | --- |
| Title |  |
| Full 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? |  |

# General Data Protection Regulation

Shetland Islands Citizens Advice Bureau 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. You can obtain a copy of the privacy notice through the link to the information about this job on our website: <https://www.shetlandcab.org.uk/careers>

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 Privacy Notice for Job Applicants.**

# References

Any offers of employment with Shetland Islands Citizens Advice Bureau are conditional upon receipt of satisfactory references. Please provide below the names and contact details of at least two referees.

If you have been in full-time education during this time, 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 of employment with this referee** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name of referee** |  |
| **Job title of referee** |  |
| **Organisation** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Dates of employment with this referee** |  |

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 Shetland Islands Citizens Advice Bureau, 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 \_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_ and I hold the appropriate Visa documentation to confirm this right. I am restricted to (please detail any restrictions or limitations on working in the UK):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Employment History

Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards. Please explain any employment breaks.

**Present or most recent employer:**

|  |  |
| --- | --- |
| Name, full address & telephone number of employer |  |
| Job title |  |
| Dates employed: from (MM/YY) to (MM/YY) |  |
| Final salary |  |
| Notice period |  |
| Reason for leaving |  |

Please give a brief outline of your main responsibilities and achievements:

**Previous employers: Continue on separate sheet and include additional boxes if necessary**

|  |  |
| --- | --- |
| Name, full address & telephone number of employer |  |
| Job title |  |
| Dates employed: from (MM/YY) to (MM/YY) |  |
| Reason for leaving |  |
| Please give a brief outline of your main responsibilities and achievements: | |

|  |  |
| --- | --- |
| Name, full address & telephone number of employer |  |
| Job title |  |
| Dates employed: from (MM/YY) to (MM/YY) |  |
| Reason for leaving |  |
| Please give a brief outline of your main responsibilities and achievements: | |

If you have had any breaks in your employment (for example family commitments, travel and periods of unemployment) please give the dates to and from and a full explanation.

|  |  |
| --- | --- |
| **Dates** | **Reason for break** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Qualifications

Please give details of your qualifications below, beginning with the most recent.

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Institution name** | **Qualification** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership of professional bodies:**

|  |  |  |
| --- | --- | --- |
| **Date joined** | **Professional body** | **Category of membership** |
|  |  |  |
|  |  |  |
|  |  |  |

**Additional qualifications:**

|  |  |  |
| --- | --- | --- |
| **Date completed** | **Course** | **Brief description** |
|  |  |  |
|  |  |  |
|  |  |  |

# Personal statement

**In this section, you should provide detailed evidence of how your experience, skills and qualities meet each of the competencies set out in the Person Specification. Please also give your reasons for applying for this post.**

# Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal and is likely to constitute a criminal offence.

Signed:

Date:

Print name:

Please return completed application to:-

**Della Armstrong, Bureau Manager**

**Shetland Islands CAB**

**Market House**

**14 Market Street**

**Lerwick**

**Shetland**

**ZE1 0JP**

**Or by email to** [**della.armstrong@shetland.org**](mailto:della.armstrong@shetland.org)

Closing date for applications: **12 noon on Monday 25th March 2024**

**Interviews will be held on either Wednesday 3rd April and/or Thursday 4th April 2024.**