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| **Private and Confidential**  **Job Application Form**  Please use the **Guidance Notes for Applicants** to help you complete the form.  The recruitment panel will only look at the information you provide on this form, not a CV. Make sure you fully complete it by **referring to the person specification** and show how you meet each point.  You may want to use the STAR approach to help you demonstrate how you meet the role. If you need an alternative format, please contact [recruitment@westsussexcab.org.uk](mailto:recruitment@westsussexcab.org.uk) or phone 01273 944 469 ext. 4469 |
| 1. **Which role you are applying for:** |
| 1. **About you**   **Full name:** |
| **Address:**  **Email address:**  **Contact number (s):** |
| **May we contact you during working hours?**  **When would you be available to take up the post?** |
| **Right to work in the United Kingdom** |
| **To take up this post you must have the right to work in the United Kingdom.**  Please note that we do not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. Please state which of the following apply to you. Please mark the box below.  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):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Criminal convictions** |
| Having a criminal record will not necessarily stop you from being able to work with us – it will depend on the type of job you have applied for and circumstances of your offence.  For some posts, an offer of employment will be subject to a Disclosure and Barring Service (DBS) check. If this applies to the post for you are applying for it will be noted in the application pack.  Please see Guidance Notes and Application Pack for further details.  **Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?**  Yes/No (delete as applicable)  If YES, please provide details of the offence and the date of conviction. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **References**  Any offer of employment will be subject to satisfactory references. Please provide the name and contact details of at least two people who may be approached for references. One of these **should** be your present or most recent employer.  References will only be taken up for successful candidates following interview. |
| Referee 1  Name:  Address:  Postcode:  Telephone:  Email:  How does this person know you? |
| Referee 2  Name:  Address:  Postcode:  Telephone:  Email:  How does this person know you? |

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| **Your Employment History** | | | | |
| **Employer’s name and address and type of business** | **Position held and outline of your work and responsibilities** | **Paid or voluntary, full or part time?** | **Salary** | **Dates and reason for leaving** |
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| **Qualifications and Educational history**  Please give details of educational qualifications you have obtained from school, college, university etc. starting with the most recent. | | | |
| Place of study and dates | Subject and Level | | Grade |
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| **Professional development**  Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken which may be relevant to this role: | | | |
| Breaks in employment  Please give details of any breaks in employment you have had since leaving school for example unemployment, travelling, caring responsibilities. This is part of safer recruitment. | | | |
| Dates | | Reason for break | |

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| 1. **How you meet the role**   **Supporting Information, experience, knowledge, skills and abilities** |
| **Please fill in this section explaining how you meet the criteria for the job you are applying.**  Give examples wherever you can, remember your experience doesn’t have to be from paid employment and may include special interests relevant to the post, volunteering or caring responsibilities.  You may wish to use the headings in the **person specification and refer to the guidance**. |
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| **Declaration** |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice in West Sussex, and if appointed, for the purposes of employment at Citizens Advice in West Sussex.  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are emailing your application, your email and the above declaration will be considered as acceptance of the statement in the absence of a physical signature. |
| **Please return by email to**: [recruitment@westsussexcab.org.uk](mailto:reruitment@westsussexcab.org.uk)  Or post to:  Human Resources  Citizens Advice in West Sussex (North, South, East)  Lower Tanbridge Way  Horsham  RH12 1PJ |