CONFIDENTIAL

Application Form for Employment with Uttlesford Citizens Advice

Section 1

Please refer to the **Guidance Notes for Applicants** at the end of this document before completing this application form. We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification. Please note that CVs are not accepted.

Position applied for	
Job title	
Location	
From where did you learn about this vacancy?	

Personal information and address for correspondence	
First name(s)	
Last name	
Address	
Postcode	
Telephone home	
Telephone work	
May we contact you at work?	
Mobile	
Email	
We will normally contact you by email, however, if you would prefer to be contacted using another method please let us know here:	

Entitlement to work in the UK

To take up this post you must have the right to work in the UK.

Please note that Uttlesford Citizens Advice does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Criminal convictions

Having a criminal record will not necessarily bar you from working for Uttlesford Citizens Advice – much will depend on the type of job you have applied for and the background and circumstances of your offence.

For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying, this 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
If YES please provide details of the offence and the date of conviction.	

References

Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following an interview.

Referee 1	
Name	
Address	
Postcode	
Telephone	
Email	
In what context does this referee know you?	
Referee 2	
Name	
Address	
Postcode	
Telephone	
Email	
In what context does this referee know you?	.

We value diversity, promote equality and challenge discrimination

Section 2

Information, experience, knowledge, skills and abilities

IMPORTANT INFORMATION

It is essential that you complete this section in full. Please refer to the Guidance Notes for Applicants for further details.

- Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Personal skills and qualities** section

- Please ensure that you address **all** the criteria on the person specification using the same order and numbers.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Career history

Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

Employer's name and address and type of business	**State position held and outline briefly the nature of the work and your responsibilities**		
	Dates:	From	To
	Reasons for leaving:		
	Dates:	From	To
	Reasons for leaving:		
	Dates:	From	To
	Reasons for leaving:		
	Dates:	From	To
	Reasons for leaving:		

Educational history

Please give details of educational qualifications you have obtained from school, college, university etc.

Subject	Level	Grade

Professional development

Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken.

Declaration
Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Uttlesford Citizens Advice, and if appointed, for the purposes of employment at Uttlesford Citizens Advice. 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.
If you are sending your application form by email, please mark this box ☐ (as a substitute for your signature) to confirm that you agree to the above declaration.

Signed:	Dated:

Please return this form to

recruitment@uttlesfordca.org.uk

Or
Uttlesford Citizens Advice
Barnards Yard
Saffron Walden
CB11 4EB

We value diversity, promote equality and challenge discrimination

CONFIDENTIAL APPLICATION FORM
SECTION 3

Diversity monitoring

Please note **Section 2** will be detached before sending your application to the recruitment panel for shortlisting.

Job title:	

The Citizens Advice service is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information.

All information will be treated confidentially and will be separated from your application form before making any selection decisions.

If you prefer not to answer any of the questions please leave them blank.

Data Protection Act 1998
Citizens Advice will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of Citizens Advice the information will be processed for the purposes of personnel administration only. The information will be retained for monitoring purposes only.

Thank you for your cooperation.

This information will not affect your application.

Age

❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+

Gender

❒ Female

❒ Male

❒ I prefer to use another term (e.g. androgyne): .....

Ethnic origin

How would you describe yourself?

Choose **one** section and tick the appropriate box within it.

A White

- ❒ British
- ❒ English
- ❒ Scottish
- ❒ Welsh
- ❒ Northern Irish
- ❒ Irish
- ❒ Gypsy or Irish Traveller
- ❒ Any other White background, please state.....

B Mixed Heritage

- ❒ White and Black Caribbean
- ❒ White and Black African
- ❒ White and Asian
- ❒ Any other Mixed background, please state.....

C Asian or Asian British

- ❒ Indian
- ❒ Pakistani
- ❒ Bangladeshi
- ❒ Any other Asian background, please state.....

D Black or Black British

- ❒ Caribbean
- ❒ African
- ❒ Any other Black background, please state.....

E Chinese or other ethnic group

- ❒ Chinese
- ❒ Arab
- ❒ Any other, please state.....

Disability

The Citizens Advice service believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

❒ Yes ❒ No

Sexual orientation

What is your sexual orientation?

❒ Bisexual

❒ Gay man

❒ Gay woman / lesbian

❒ Heterosexual / straight

❒ I prefer to use another term (please state): .....

Transgender

Is your gender identity the same as the gender you were assigned at birth?

Yes ❒ No ❒

Religion or belief

Which group below do you most identify with?

❒ No religion
❒ Christian (inc. Church of England, Catholic, Protestant & other denominations)
❒ Buddhist
❒ Hindu
❒ Jewish
❒ Muslim
❒ Sikh
❒ I prefer to use another definition (please state): .....

Guidance notes for applicants

Application form

Please complete your application and return it by post or email no later than the closing date referred to in the advert. If you return your application via email there is no requirement to send a hard copy in the post.

CVs will not be accepted as a substitute for the application form, unless specifically stated in the advert.

The application form plays a key part in our recruitment and selection process. We use the information you provide about your skills, experience, career and education history to decide whether or not to invite you for an interview. It is important that you complete the application form as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying.

Disability

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to take into account when we are considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

Please note that Uttlesford Citizens Advice does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Diversity Monitoring

Uttlesford Citizens Advice values diversity and promotes equality. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this we need to know about the diversity profile of people who apply for posts at Uttlesford Citizens Advice. This information is given in confidence for monitoring purposes only and is not seen by

anyone responsible for making recruitment decisions. However, if you would prefer not to answer any of the questions we ask, please leave them blank.

Information, experience, knowledge, skills and abilities

This is a key section of the application form which allows you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on an assessment of the evidence you provide against the

requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.

Please provide one example for each requirement. You should choose examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or result of your actions. Please try to limit your response to each criterion to a maximum of 200 words.

A useful guide might be S.T.A.R:
Specific – give a specific example
Task – briefly describe the task/objective/problem
Action – tell us what you did
Results – describe what results were achieved

Please provide recent work examples wherever possible. However, do remember that relevant examples from other aspects of your life, for example: voluntary or unpaid work, school or college work, family or home responsibilities, can also be given.

Shortlisting outcomes

Shortlisted applicants will be invited for an interview, further details will be provided if you are shortlisted.

References

All job offers are subject to the receipt of two satisfactory references: One should be from your current or most recent employer or line manager (if you are employed through an agency), or your course tutor if you have just left full time education. The other should be someone who knows you in a work related, voluntary or academic

capacity. Both referees should be able to comment on your suitability for the role. References will only be taken up for successful candidates following interview.

Privacy Notice

We value diversity, promote equality and challenge discrimination

We'll use the information you provide in your application form for the purposes of recruitment and selection monitoring. This is done under our legitimate interests in potentially onboarding you as a member of staff and to contact you to further progress your application.

Your information will be accessed by colleagues involved in the recruitment process and will be securely stored on google drive for no longer than 6 months. If you become an employee of Citizens Advice the information will be processed for the purposes of personnel administration only. The information will be retained for monitoring purposes only.

If you'd like to exercise any of your individual rights under data protection legislation please contact Kate Robson, our CEO, on 01799 526557 or email kate.robson@uttlesfordca.org.uk. You can find our full privacy policy at www.uttlesfordca.org.uk. A printed copy can be provided on request.

Criminal convictions

Anyone who applies to work within Uttlesford Citizens Advice will be asked to disclose details of unspent convictions during the recruitment process.

Having a criminal record will not necessarily bar you from working for Uttlesford Citizens Advice – much will depend on the type of job you have applied for and the background and circumstances of your offence. However, we are not able to employ anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the office took place. All other convictions will be considered on an individual basis.

Disclosure and Barring Service (DBS) disclosures are only requested where proportionate and relevant to the post concerned. If the post for which you are applying for requires a DBS disclosure, this will be noted in the application pack.

We value diversity, promote equality and challenge discrimination