

**CONFIDENTIAL APPLICATION FORM**

**Section 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please refer to the **Guidance Notes for Applicants** before completing this application form.  Citizens Advice Leeds encourages and welcomes 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.  **DISABILITY CONFIDENT EMPLOYER**  Citizens Advice Leeds interviews all disabled applicants **who meet the essential criteria for the job as stated in the person specification.** For this purpose, ‘disabled’ means people who are disabled in terms of the Disability Discrimination Act 1995. The Act says disability means a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. If you wish to apply under this scheme, please put a X in this box: | | | | |
| Candidate ref. number (for office use only): | | |  | |
| **Position applied for** | | | | |
| Job title |  | Job reference | |  |
| Location | Citizens Advice Leeds | | | |

|  |  |  |
| --- | --- | --- |
| **Personal information and address for correspondence** | | |
| First name(s) |  | |
| Last name |  | |
| Address |  | |
| Postcode |  | |
| Telephone 1 |  | |
| Telephone 2 |  | |
| If you provide a work number, may we contact you at work? | | Yes / No |
| 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 Citizens Advice Leeds 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 Citizens Advice Leeds – 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 the relevant job description and guidance notes 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 interview. | | |
| **Referee 1** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |
| **Referee 2** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |

|  |
| --- |
| Section 2Information, 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 **Person Specification (found in the Job Pack)**. * Please ensure that you address **all** the criteria on the person specification using the same order and numbers. Continue on a separate sheet if necessary.   1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13.  14.  15. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 Citizens Advice Leeds, and if appointed, for the purposes of employment at Citizens Advice Leeds.  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 submitting your application form by email/online, please add your name below (as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| Signed: | Dated: |

**Please return your form by email to:**

[**jobs@citizensadviceleeds.org.uk**](mailto:HR@citizensadviceleeds.org.uk)