

**CONFIDENTIAL JOB APPLICATION FORM**

Mary Clarke

Chief Officer

Central and East Northamptonshire Citizens Advice

7-8 Mercers Row

Northampton

NN1 2QL

Please return your application to recruitment@cencab.org.uk

|  |
| --- |
| Please refer to the **Application Pack** and/or **Guidance Notes for Applicants** before completing this application form.We value diversity, promote equality and we 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 the requirements set out in the person specification. **Please note that CVs are not accepted**. If you are invited to interview, scoring will include both your application form and interview performance.Please also complete and return the **CENCA Diversity Monitoring (DM) Form 2020**. This will be separated from your application form and will not be seen by anyone involved in selection. The DM Form is not compulsory but it would be helpful if you could complete this so that we can monitor our recruitment processes and ensure they are fair and equitable. Under data protection law we are allowed to ask for this information, as its sole purpose is to allow monitoring of the diversity of our applicants/staff and volunteers.  |
| Candidate ref. number (for office use only): |  |
| Candidate’s Name |  |
| **Position applied for** |
| Job title |  | Job reference |  |
| Location |  |

|  |
| --- |
| **Personal information and address for correspondence** |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Telephone home |  |
| Telephone work |  |
| May we contact you at work? | Yes / No |
| 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 Central and East Northamptonshire 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 Central and East Northamptonshire 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 Disclosure and Barring Service (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 **must** 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** |  |
| **Company Telephone *(Not personal 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 Application Packs for further details.*** Please explain and demonstrate how your experience, skills and knowledge meet the 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, where specified, expanding the boxes as necessary.

Please continue on separate sheets, as necessary |

|  |
| --- |
| **Career history** |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependents etc., explaining any gaps in history. 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 Central and East Northamptonshire Citizens Advice, and if appointed, for the purposes of employment at Central and East Northamptonshire 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.**How we will use your information**The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our ‘legitimate interest’ under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely. If you are recruited, we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.All use of applicant’s information will be relevant to their involvement, and may include:* Contacting applicants when necessary
* Making reasonable adjustments to improve accessibility
* Monitoring statistical details of our applicants
* Providing ongoing support to applicants
* Addressing problems or complaints
 |
| **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@cencab.org.uk