

Citizens Advice Sandwell & Walsall CONFIDENTIAL APPLICATION FORM

Section 1

Please refer to the before completing this application form.

We are committed to promoting equality, valuing diversity, and challenging discrimination. We welcome applications from suitably skilled candidates from all backgrounds.

The recruitment panel will assess the information you provide against the person specification to determine whether you will be shortlisted for interview. It is therefore essential that you complete the application form in full and clearly demonstrate how you meet each criterion outlined in the person specification.

Please note that CVs will not be accepted.

Role applied for

Job Title	
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Personal Information

First name(s)	
Last name(s)	
Pronouns e.g. she/her, he/him, they/them	
Address including postcode	
Personal email	
Mobile	
Telephone home	

Entitlement to work in the UK

To be considered for this position, you must have the right to work in the UK. If you are shortlisted for an interview, you will be required to bring proof of your right to work, such as a passport.

Please note that Citizens Advice Sandwell and Walsall does not hold a sponsor licence and therefore cannot issue certificates of sponsorship.

Criminal Convictions

Having a criminal record will not necessarily bar you from working for Citizens Advice Sandwell and Walsall, 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 the Application Pack for further details.

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?	Yes / No
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If yes, please provide details of the offence and the date of conviction:

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References

- Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. References will only be taken up for successful candidates following the interview.
- **One of these should be your present or most recent employer.**
- **If you are an internal applicant**, please add your current line manager as a referee.
- The other referee 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.

All job offers are subject to receipt of two satisfactory references. These must be received before the first day of employment.

Referee 1

Name

Company Name

Address incl. postcode

Telephone

Email

In what context does this referee know you?

Referee 2

Name

Company Name

Address incl. postcode

Telephone

Email

In what context does
this referee know you?

Section 2

Information, experience, knowledge, skills

It is essential that you complete this section in full.

Please describe how your skills, experience, and knowledge make you a suitable candidate for this role, focusing on the areas set out in the Person Specification in the Job Pack.

As a guide, we suggest a submission of 1,500–2,000 words, allowing you ample opportunity to highlight your achievements and demonstrate the impact of your work.

Career History

Please include your **current and previous employment**, including job training schemes, voluntary work, community activities, school placements, time spent caring for dependents, and any other relevant experience.

- List all entries in **date order**, starting with the most recent.
- Ensure that **all roles are fully completed**, and include any gaps for career breaks.
- If necessary, continue on a separate sheet.

Name of employer:	
Address:	
Postcode:	
Position held:	
Employment dates (from and to)	
Reason for leaving:	
Responsibilities	
Name of Employer	
Address	
Post code	
Position held	
Employment dates (from and to)	
Reason for leaving	
Responsibilities	
Name of Employer	
Address	
Post code	
Position held	
Employment dates (from and to)	
Reason for leaving	
Responsibilities	

Name of Employer	
Address	
Post code	
Position held	
Employment dates (from and to)	
Reason for leaving	
Responsibilities	

Education History

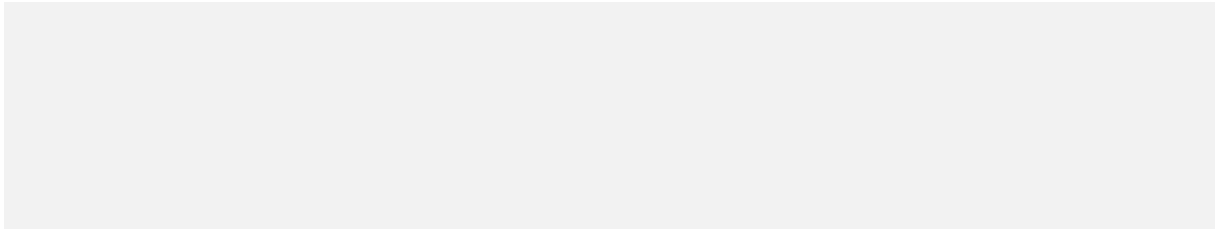
Please give details of educational qualifications you have obtained from school, college, university etc.

Subject	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 may 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 Sandwell & Walsall, and if appointed, for the purposes of employment at Citizens Advice Sandwell & Walsall.

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:

Section 3

Diversity Monitoring

Please note this section will be detached before sending your application to the recruitment panel for shortlisting.

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.

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 information requested in the form below.

Data Protection Overview

If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice Sandwell and Walsall.

The information you give us will be kept securely, won't be shared outside the service and is confidential.

It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.

If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes.

If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us to stop using the information you provide, please contact us. Thank you for your co-operation.

The following information will not be seen by the recruitment panel and will not affect your application

Age

Which age bracket do you fit into? Put a cross in the relevant box below.

Under 25		25-34	
35-44		45-54	
55-64		65 and over	

Gender

What best describes your gender? Put a cross in the relevant box or write in a preferred term.

Female	
Male	

Non-binary	
I prefer to use another term (please specify)	

Sexual orientation

What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

Bisexual		Gay man	
Gay woman / Lesbian		Heterosexual/straight	
I prefer to use another term (please specify)			

Ethnic origin

How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

A. Asian/Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian Background Please write in.....	

B. Black/Black British/African/Caribbean	African	
	Caribbean	
	Other Black, Black British or Caribbean background Please write in.....	

C. Mixed/multiple ethnic groups	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Any other mixed/multiple ethnic background Please write in.....	

D. White	English/Welsh/Scottish/Northern Irish/British	
	Irish	
	Gypsy or Irish Traveler	
	Roma	
	Any other white background Please write in.....	

E. Another ethnic group	Arab	
	Any other ethnic group Please specify	

Disability

A disabled person is defined under the Equality Act 2010 as someone with a **'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.'** Long-term for the purposes of the act is 12 months or more.

Do you consider yourself to be disabled under the Equality Act 2010?

Yes		No	
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The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the

barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.

Gender identity

Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

Yes	☐	No	☐
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Religion or belief

Which group below do you most identify with? Put a cross in the relevant box.

No religion	☐
Buddhist	☐
Christian (including all denominations)	☐
Hindu	☐
Jewish	☐
Muslim	☐
Sikh	☐
Any other religion or belief. Please write in.....	☐

How did you hear about this opportunity?

Please include details below, if you were referred by a member of the team at Citizens Advice Sandwell & Walsall please let us know their name:

Name of staff member who referred you:
