



**CONFIDENTIAL APPLICATION FORM - SAVE AND RETURN**

**Please return this form by email or post. If you are returning this form by post, you should ensure it is received before the closing date.**

email to [enquiry@cawberks.org.uk](mailto:enquiry@cawberks.org.uk)

**or**

Recruitment  
 Citizens Advice West Berkshire  
 4-8 Broadway House  
 RG14 1BA

**Section 1**

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.

Candidate ref. number (for office use only):		
<b>Position applied for</b>		
Job title		
Location		

<b>Personal information and address for correspondence</b>	
First name(s)	
Last name	
Address	
Postcode	
Telephone home	

Telephone work	
May we contact you at work?	Yes / No
Mobile	
Email	

### Entitlement to work in the UK

**To take up this post you must have the right to work in the UK. Please confirm: Yes / No**

Please note that Citizens Advice West Berkshire 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 West Berkshire – 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
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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.

<b>Referee 1</b>	
<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Email</b>	
In which context does this referee know you?	
<b>Referee 2</b>	

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Email</b>	
In which context does this referee know you?	

## Section 2

### Information, experience, knowledge, skills and abilities

#### **IMPORTANT INFORMATION**

**It is essential that you complete this section in full.**

Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification, available in the job pack.**

Please ensure that you address **all** the criteria in the person specification using the same order and numbers. You should explain your answers fully and provide examples, where possible.

1.

2.

3.

4.

5.

6.

7.

8.

9.

**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. You can attach this information separately, if it's easier.

<b>Employer's name and location</b>	<b>State position held and outline briefly the nature of the work and your responsibilities</b>		
	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. Continue on a separate sheet if necessary. You can attach this information separately, if it's easier.

<b>Subject</b>	<b>Level</b>	<b>Grade</b>

## Declaration

Data Protection Statement:

I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice West Berkshire, and if appointed, for the purposes of employment at Citizens Advice West Berkshire.

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:

Date:

**CONFIDENTIAL APPLICATION FORM  
SECTION 3**

**Diversity monitoring**

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

<b>Job title:</b>	
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<b>Candidate ref. number (for office use only):</b>	
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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 West Berkshire.**

**The information you give us will be kept securely, will not 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 as 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 cooperation.

## **Age**

**Please select your age group from the options below:**

<25	
25-34	
35-44	
45-54	
55-64	
65 +	
Prefer not to say	

## **Disability**

Citizens Advice follows the social model of disability. We believe that society's barriers and negative attitudes cause people to be disabled, not a person's impairment or long-term health condition.

**Do you consider yourself to be disabled or have an impairment or long-term health condition? Select all that apply:**

Yes - physical health disability, impairment or condition	
Yes - mental health disability, impairment or condition	
Yes - other disability, impairment or condition e.g. neurodiverse	
No, I do not have a disability, impairment or condition	
Prefer not to say	

*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.*

## **Ethnicity**

*[Note: The Office for National Statistics and other sectors recommend the below categories. For external comparability and monitoring purposes we are following that guidance]*

**How would you describe your ethnicity?**

<b>Arab</b>	Arab or Arab British	
	In another way (specify, if you wish):	
<b>Asian</b>	Bangladeshi or Bangladeshi British	
	Chinese or Chinese British	
	Indian or Indian British	
	Pakistani or Pakistani British	
	In another way (specify, if you wish)	
<b>Black</b>	African or African British	
	Caribbean or Caribbean British	
	In another way (specify, if you wish).	
<b>Mixed or multiple ethnic groups</b>	Asian or Asian British and White or White British	
	Black African or Black African British and White or White British	
	Black Caribbean or Black Caribbean British and White or White British	
	Any other mixed or multiple ethnic background (specify, if you wish).	

<b>White</b>	British, English, Scottish, Welsh or Northern Irish	
	Gypsy, Irish Traveller, Traveller or Roma	
	Irish	
	In another way (specify, if you wish).	
I would describe my ethnic background or identity as... (please specify)		
Prefer not to say		

### **Gender**

**What best describes your gender?** Select all that apply:

Man	
Non-binary, gender fluid or gender queer	
Woman	
I prefer to use another term (please specify if you wish)	
Prefer not to say	

### **Do you identify as transgender?**

Yes	
No	
Prefer not to say	

### **Sexual orientation**

**Which of the following best describes your sexual orientation?**

Bisexual	
Gay or Lesbian	
Heterosexual or straight	
I prefer to use another term (please specify if you wish)	
Prefer not to say	

### **Religion, Faith & Belief**

**Please consider and select the option that best describes your religion, faith or belief?**

No religion including atheist and agnostic	
Buddhist	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Hindu	
Jain	
Jewish	
Mixed religion	
Muslim	
Pagan	
Sikh	
Spiritual	
Any other religion or belief, please describe	
Prefer not to say	