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| **CONFIDENTIAL APPLICATION FORM** **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): |  |
| **Position applied for** |
| Job title | St Anns Welfare Benefits Caseworker | Job reference | CABCP194 |
| Location | Bournemouth & Poole |



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| **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 e-mail, However, if you would prefer to be contacted using another method please let us know here:  |

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

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| **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: |
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| Dates: | From | To |
| Reasons for leaving: |
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| Dates: | From | To |
| Reasons for leaving: |

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| Dates: | From | To |
| Reasons for leaving: |

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| If you have worked or volunteered in the Citizens Advice service within the last 5 years please provide further details. References will be taken up for successful candidates. |
| **Employer’s name and address and type of business.** | **State position/s held and outline briefly the nature of the work and your responsibilities.** |
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| Dates: | From | To |
| Reasons for leaving: |
| Manager’s name and contact details: |

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| **Educational 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 have undertaken. |
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| Criminal convictions  |

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| We only ask about criminal convictions and criminal records after we’ve made a conditional offer of employment. This is to help make sure that staff areselected based on their skills and potential.Having a criminal record is not in itself a barrier to working with us. Please note that it is Citizens Advice policy not to recruit any individual who has an unspent conviction (for all roles) for a sexual offence against a vulnerable adult or child and our policy not to recruit any individual who has a spent, or unspent, conviction (for roles that require a Standard or Enhanced DBS check) for a sexual offence against a vulnerable adult or child. This is the case regardless of when the offence took place. Citizens Advice public liability insurance excludes this. Where an offer of employment is subject to a Disclosure and Barring Service (DBS) check, we will inform you of this.If you wish to contact us to discuss your individual circumstances at an earlierstage, please contact recruitment@citizensadvicebcp.org.uk. There is no expectation or requirement for you to do so as we will provide you with a Criminal Record self-disclosure form to complete aftera conditional offer of employment has been made. The self-disclosure formyou will receive contains information about privacy notice and legal rights overyour data in relation to convictions and criminal records data.  |

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| **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? |  |

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| **Attachments** |
| Have you attached any separate sheets or documents? | Yes/No | If yes how many? |  |

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| **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.If you cannot find the answer clearly on your immigration documentation, contact the UK Border Agency ([www.gov.uk/contact-ukvi-inside-outside-uk](http://www.gov.uk/contact-ukvi-inside-outside-uk)) Please note that Citizens Advice does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

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| Declaration |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice Bournemouth Christchurch & Poole, and if appointed, for the purposes of employment at Citizens Advice Bournemouth Christchurch & Poole. 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 e-mail, 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

Dan.Stannard@citizensadvicebcp.org.uk