



**SALFORD CITIZENS ADVICE BUREAUX
APPLICATION FOR EMPLOYMENT**

**The District Office
Salford Citizens Advice Bureaux
40 Church Street
Eccles
Manchester M30 0DF**

CONFIDENTIAL

Please complete this form in black ink or type to enable clear photocopying and return it to the above address.

We wish to ensure that comparison between applicants is fair and in line with the Association's Equal Opportunities Policies. The information you provide on this form is the **only** information we will use in deciding 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.

Position applied for: _____

Surname/family name: _____

First name: _____

Address: _____

Telephone number:

Home: _____

Work: _____

E-mail: _____

May we contact you at work? YES/NO

When would you be available to take up the post? _____

Please refer to the accompanying letter for the interview date. Do you have any problem with this date?

EDUCATION AND TRAINING

Please list any education and/or training (including short courses) that you have undertaken:

Education/Courses/Training	Qualifications

REFERENCES

Please give below the name and address of two referees who can comment on your suitability for the post. These should not include relatives or purely personal friends. If you have been employed we would normally seek a reference from your present or most recent employer.

First Referee

Name: _____

Position held: _____

Address: _____

Telephone number: _____

E-mail address: _____

Second Referee

Name: _____

Position held: _____

Address: _____

Telephone number: _____

E-mail address: _____

References will be taken up for applicants who are shortlisted for interview. Please tick box if you do **not** wish us to take up references before interview.

PAID AND/OR UNPAID WORK EXPERIENCE

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.)

Name of Employer / Organisation**Nature of Work**

SUPPORTING INFORMATION

In this section we would like you to give specific information in support of your application, Taking **each point** of the person specification, demonstrate how you have all the necessary skills and abilities. Please note that there may be more or fewer points on the person specification than are listed on this form.

1.

2.

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Please note: To ensure the safety of our clients, the Citizens Advice service requires that all staff who have access to clients have their criminal records checked. However, the Citizens Advice service is committed to the promotion and delivery of equal opportunities to staff and so has a policy to ensure ex-offenders are not discriminated against.

All offences, other than sexual crimes against a child or vulnerable adult, will be treated on an individual basis taking into account issues such as the risk to the client, the circumstances of the offence (e.g. what it was, is it relevant to the staff role, how long ago it was) and the reputation of the bureau.

Data Protection Act 1998

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 12 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

For the purposes of the Act the Data Controller is Tom Togher, Chief Officer, Salford Citizens Advice Bureaux.

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.

Signature _____ Date _____