

Please refer to the **Guidance Notes for Applicants** before completing this application form.

All of the information provided during the process will only be used for the purpose of progressing a job application, or to fulfil legal, contractual or regulatory requirements.

We will not share any of the information provided during the recruitment process with anyone outside of Citizens Advice Cheshire West. The information provided will be held securely by Citizens Advice Cheshire West whether the information is in electronic or physical format.

We will use the contact details provided to us to progress applications. We will use the other information provided to assess suitability for the role applied for.

We will use any diversity monitoring information you provide for the purpose of collating statistics, the information will be anonymised and any reference to you as an individual will be deleted upon completion of processing.

For more information please request a copy of Citizens Advice Cheshire West's Privacy Policy for job applicants or visit our website www.citizensadvicecw.org.uk

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.

Position applied for:	Help to Claim Advisor
Full time or Part time?	
How did you hear about this vacancy?	

Section 1

Information, experience, knowledge, skills and abilities

IMPORTANT INFORMATION

It is essential that you complete this section in full. Please refer to the Guidance Notes for Applicants and the Job Description. Continue on a separate page if necessary.

- Please explain and demonstrate **(using specific examples)** how your experience, skills and knowledge meet the essential criteria.

Person specification point 1

Person specification point 2

Person specification point 3

Person specification point 4

Person specification point 5

Desirable criteria

Section 2

Career history

Please include: Current employment and previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc.

Please put in date order, starting with most recent. (Continue on a separate sheet if necessary)

Current position

Job Title and brief summary of main responsibilities			
Name and address of employer			
Dates from: mm/yyyy		Dates to: mm/yyyy	
Reason for seeking other employment			

Previous positions, voluntary work etc, starting with most recent

Job Title and brief summary of main responsibilities			
Name and address of employer			
Dates from: mm/yyyy		Dates to: mm/yyyy	
Reason for seeking other employment			

Job Title and brief summary of main responsibilities			
Name and address of employer			
Dates from: mm/yyyy		Dates to: mm/yyyy	
Reason for seeking other employment			

Please continue on a separate page if necessary.

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Section 3**Education and qualifications - Please state your qualifications to date**

Educational establishment	Subject/Course/Qualification	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.

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Section 4

Personal Information

First name(s):		Last name:	
Address:			
Postcode:			
Telephone home:		Telephone 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:			

Criminal convictions

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.	
Having a criminal record will not necessarily bar you from working for Cheshire West 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 an enhanced 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	

Entitlement to work in the UK

To take up this post you must have the right to work in the UK. Please note that Citizens Advice Cheshire West does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system
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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	
Contact telephone	
Email	
In which context does this referee know you?	

Referee 2

Name	
Address	
Postcode	
Contact telephone	
Email	
In which context does this referee know you?	



CONFIDENTIAL APPLICATION FORM SECTION 2

Diversity monitoring

Please note **Section 2** will be detached before sending your application to the recruitment panel for shortlisting.

Job title:	
Candidate ref. number (for office use only):	

The CAB 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.

In order 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 following information.

All information will be treated confidentially and will be separated from your application form before making any selection decisions.

Data Protection Act 1998

Citizens Advice will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of Citizens Advice the information will be processed for the purposes of personnel administration only. The information will be retained for monitoring purposes only.

Thank you for your co-operation.

This information will not affect your application.

Age

- <25 25-34 35-44 45-54 55-64 65+

Sex

- Female Male Other Prefer not to say

Gender

Is your gender identity the same as the gender you were assigned at birth?

- Yes No Prefer not to say

Ethnic origin

How would you describe yourself?

Choose **one** section and tick the appropriate box within it.

A **White**

- British
 English
 Scottish
 Welsh
 Northern Irish
 Irish
 Gypsy or Irish Traveller
- Any other White background, please
state.....

B **Mixed Heritage**

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other Mixed background, please state.....

C **Asian or Asian British**

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background, please state.....

D **Black or Black British**

- Caribbean
 African
 Any other Black background, please state.....

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- E Chinese or other ethnic group**
- Chinese
 - Arab
 - Any other, please state.....

- F Prefer not to say**

Disability

The Citizens Advice service believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

- Yes No Prefer not to say

Sexual orientation

What is your sexual orientation?

- Bisexual
- Gay man
- Gay woman / lesbian
- Heterosexual / straight
- Other
- Prefer not to say

Religion or belief

Which group below do you most identify with?

- No religion
- Christian (incl. Church of England, Catholic, Protestant & other denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other, please state.....
- Prefer not to say

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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 Cheshire West Citizens Advice and if appointed, for the purposes of employment at Cheshire West 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.

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 by email to:

nicola.berg@citizensadvicecw.org.uk