

Application Form

To apply for this role, please complete this application form and send it to Falkirk Citizens Advice Bureau at bureau@FalkirkCAB.casonline.org.uk

In order for your application to be considered, please ensure you complete all sections of this form. Please do not send in your CV as we will only consider your completed application form.

Sections

| | |
|--------------------------------------------|----------|
| Candidate Details | 2 |
| General Data Protection Regulation | 2 |
| References | 3 |
| Right to Work in the United Kingdom | 4 |
| Employment History | 5 |
| Qualifications | 7 |
| Personal statement | 8 |
| Declaration | 9 |

Candidate Details

Please complete your details below:

| | |
|-------------------------------------------------------|-----------------------|
| Title | |
| Full name | |
| Previous name(s) if applicable (please include dates) | |
| Address | |
| Email address | |
| Contact telephone number | |
| Role applied for | Help to Claim Adviser |
| Where did you see the job advertised? | |

General Data Protection Regulation

Falkirk Citizens Advice Bureau is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Our Privacy Notice for Job Applicants sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant, how we use that information, how long we keep it for and other relevant information about your data. You can obtain a copy of the privacy notice on request. It is important that you read this notice so that you are aware of how and why we are using your data. Please check the box below to confirm that you have done so.

☐ **I confirm that I have read, understood and agree to the Privacy Notice for Job Applicants.**

References

Any offers of employment with Falkirk Citizens Advice Bureau are conditional upon receipt of satisfactory references. Please provide below the names and contact details of at least two referees who can provide evidence of your character and employment history (include additional boxes if necessary).

If you have been in full-time education during this time, please provide details of where an academic reference can be obtained.

For each reference, please detail the following information:

Referee 1

| | |
|---------------------------------------------|--|
| Name of referee | |
| Job title of referee | |
| Organisation | |
| Address | |
| Email Address | |
| Contact Telephone Number | |
| How long have you known this person? | |

Referee 2

| | |
|---------------------------------------------|--|
| Name of referee | |
| Job title of referee | |
| Organisation | |
| Address | |
| Email Address | |
| Contact Telephone Number | |
| How long have you known this person? | |

Please note that we will not contact any referees until an offer of employment has been made and your authorisation has been obtained.

Right to Work in the United Kingdom

All employees must be able to demonstrate that they are legally entitled to work in the United Kingdom.

In order to apply for employment with Falkirk Citizens Advice Bureau, you must declare that you have the right to work in the United Kingdom and that, if successful, you will be able to provide the necessary documentation (typically a passport or a birth certificate, together with your National Insurance Number).

By completing this application form, you are declaring that you are legally entitled to work in the United Kingdom.

Please state below, by selecting the statement that applies to you, if there are any restrictions or limitations on your legal right to work in the United Kingdom.

☐ I confirm that I have the right to work in the United Kingdom without restriction.

☐ I confirm that I have the right to work in the United Kingdom until _____
and I hold the appropriate Visa documentation to confirm this right. I have no restrictions or limitations on my Visa.

☐ I confirm that I have the right to work in the United Kingdom until _____
and I hold the appropriate Visa documentation to confirm this right. I am restricted to (please detail any restrictions or limitations on working in the UK):

Employment History

Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards. Please explain any employment breaks.

Present or most recent employer:

| | |
|---------------------------------------------------|--|
| Name, full address & telephone number of employer | |
| Job title | |
| Dates employed: from (MM/YY) to (MM/YY) | |
| Final salary | |
| Notice period (if applicable) | |
| Reason for leaving | |

Please give a brief outline of your main responsibilities and achievements:

Previous employers: Continue on separate sheet and include additional boxes if necessary

| | |
|---------------------------------------------------|--|
| Name, full address & telephone number of employer | |
| Job title | |
| Dates employed: from (MM/YY) to (MM/YY) | |
| Notice period (if applicable) | |
| Reason for leaving | |

Please give a brief outline of your main responsibilities and achievements:

| | |
|---------------------------------------------------|--|
| Name, full address & telephone number of employer | |
| Job title | |
| Dates employed: from (MM/YY) to (MM/YY) | |
| Notice period (if applicable) | |
| Reason for leaving | |

Please give a brief outline of your main responsibilities and achievements:

If you have had any breaks in your employment (for example family commitments, travel and periods of unemployment) please give the dates to and from and a full explanation.

| Dates | Reason for break |
|-------|------------------|
| | |
| | |
| | |
| | |
| | |

Qualifications

Please give details of your qualifications below, beginning with the most recent.

Education:

| Dates | Institution name | Qualification | Grade |
|-------|------------------|---------------|-------|
| | | | |
| | | | |
| | | | |

Membership of professional bodies:

| Date joined | Professional body | Category of membership |
|-------------|-------------------|------------------------|
| | | |
| | | |
| | | |

Additional qualifications:

| Date completed | Course | Brief description |
|----------------|--------|-------------------|
| | | |
| | | |
| | | |

Personal statement

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description, please provide examples demonstrating what experience, skills and qualities you would bring to this job. Your statement should not be longer than half a page of A4

Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal and is likely to constitute a criminal offence.

Signed: _____

Date: _____

Print name: _____

Please return completed application to:-
Falkirk Citizens Advice Bureau
3 Meeks Road
Falkirk
FK2 7DT

Email: bureau@falkirkcab.casonline.org.uk