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| CAB Logo **Application for employment**  Ipswich Citizens Advice  19 Tower Street  Ipswich  IP1 3BE  Return via email to: [training@ipswichcab.org.uk](mailto:training@ipswichcab.org.uk) or by post. |
| 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 the requirements of the job role.  Please note that CVs are not accepted. |

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| **Position applied for:**  **Closing Date for applications:** | |
| **Surname / family name:** | **First name:** |
| **Address:** | **Telephone number**  **Home:**  **Work:**  **May we contact you at work?:** Yes / No  **Email:** |
| **Are you applying for the role on a full or part time basis?**  **When would you be available to take up the post?** | |

**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.)

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| **Name of employer / organisation and dates** | **Role held and key responsibilities** |
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**Education and training**

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

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| **Education / courses / training**  **with dates** | **Qualifications** |
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**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.

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| **First referee**  **Name:**  **Position held:**  **Address:**  **Telephone number:**  **Email address:** | **Second referee**  **Name:**  **Position held:**  **Address:**  **Telephone number:**  **Email address:** |
| We would like to gather references for candidates who are shortlisted for interview but require your permission to do this. Please indicate below your preference.  I do / do not\* wish references to be taken up before an offer of employment (\* delete as applicable) | |

**Supporting information**

In this section we would like you to give specific information in support of your application. Taking Job Description and Person Specification, demonstrate how you have all the necessary skills and abilities for the role. **This section will form a significant element of the interview selection process.** Continue on a separate sheet if necessary.

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**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.**

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**Please note:** To ensure the safety of our clients, the Citizens Advice service requires that all staff who have direct access to clients, where any part of the work is primarily targeted at legally defined vulnerable adults or children, 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 role, how long ago it was) and the reputation of the organisation.

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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 Ipswich, and if appointed, for the purposes of employment at Citizens Advice Ipswich.  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: | Dated: |