

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

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

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.

| Job ref: | Candidate ref. number (for office use only) |  |
| --- | --- | --- |
| Position applied for: **Family Financial Resiliance Worker** | | |

| **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 email however, if you would prefer to be contacted using another method please let us know here: | | |

| **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 Ashfield does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

| **Criminal convictions** | |
| --- | --- |
| Having a criminal record will not necessarily bar you from working for Citizens Advice Ashfield – 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 a 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. | |
| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? | Yes / No |

| **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 the 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? | |  | |

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



| **Educational history** | | |
| --- | --- | --- |
| Please give details of educational qualifications you have obtained from school, college, university etc. | | |
| Subject | Level | Grade |
|  |  |  |

| **Professional development** |
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| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
|  |

| **Section 2**  **Information, experience, knowledge, skills and abilities**  The application form plays a key part in our recruitment and selection process. Please tell us more about how you meet the person specification in the sections below, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. |
| --- |
| 1. Recent experience of giving advice and support within either Citizens Advice or another advice provider. |
| 1. Experience, knowledge or understanding of budgeting, financial capability and income maximisation. |
| 1. Effective oral communication skills with particular emphasis on interviewing and supporting clients, including vulnerable clients. |
| 1. Effective writing skills with particular emphasis on negotiating, representing and preparing reviews, reports and correspondence. |
| 1. Ordered approach to advice work and an ability and willingness to follow and develop agreed procedures. |
| 1. Numerate to the level required in the tasks. |
| 1. Ability to prioritise own work, meet deadlines and manage caseload. |
| 1. Ability to use IT in the provision of advice and the preparation of reports and submissions. |
| 1. Ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively. |
| 1. Flexible approach to work and the ability to travel to other locations including outreach sessions. |
| 1. Ability to monitor and maintain own standards. |
| 1. Demonstrate understanding of social trends and their implications for clients and service provision. |
| 1. Understanding of and commitment to the aims and principles of the Citizens Advice service and its equality and diversity policies. |

| *Declaration* | |
| --- | --- |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice Ashfield, and if appointed, for the purposes of employment at Citizens Advice Ashfield  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: |

**Please return this form to** [admin@ashfieldca.org.uk](mailto:admin@ashfieldca.org.uk)