

Inverness Badenoch and Strathspey Citizens Advice Bureau



Application Form

Please ensure that you complete all sections.
Please do not send in your CV as this will not be considered.

Candidate Details

Please complete your details below:

Where did you see this job advertised?	
Post applied for	
Date of application	
Title	
Full name	
Previous name(s) if applicable (please include dates)	
Address (including postcode)	
Email address	
Contact telephone number	
If the post is advertised as full or part-time please state your preference here	

General Data Protection Regulation

Inverness Badenoch and Strathspey 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. A copy of the privacy notice for job applicants has been included in the job pack for the post.

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.

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 Inverness Badenoch and Strathspey Citizens Advice Bureau you must declare that you have the right to work in the United Kingdom and that, if successful, when requested you will provide the necessary documentation (typically a passport or a birth certificate, together with your National Insurance Number and proof of your address).

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 [Click here to enter text.](#) 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 [Click here to enter text.](#) 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):[Click here to enter text.](#)

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: please add additional boxes if necessary

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

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

Membership of professional bodies:

Date Joined	Professional body	Category of membership

Relevant Training:

Please give details of any relevant training you have undertaken in the last 5 years below, beginning with the most recent. Please add additional rows if required.

Date	Provider	Course

IT proficiency:

You will be required to have a good level of computer literacy. Please indicate below which software/products you are proficient in:

Microsoft Word Microsoft Excel Microsoft Publisher Microsoft Outlook
 Microsoft Teams Avaya Telephony Survey Monkey Microsoft Powerpoint

Written statement

The role specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form. With specific reference to the job description and person specification please detail below and provide specific examples the experience, skills and qualities you would bring to this job and why you may meet and/or exceed the requirements of the role.

You might want to cite to your reasons for applying for this post, highlight any successes you have achieved, reference other experience(s) which are not already mentioned and you can also use this section to give any other additional information in support of your application.

Candidate Statement:

[Insert Your Text]

References

Any offers of employment with Inverness Badenoch and Strathspey Citizens Advice Bureau are conditional upon receipt of two satisfactory references and the satisfactory completion of a criminal conviction declaration and disclosure check.

Our 'Recruiting with Convictions Policy', 'Referrals Policy' and 'Self-Declaration of Convictions' summary guidance are available upon request from: admin@invernesscab.org

We operate a fair recruitment process and will ensure anyone applying for, or holding a role in our organisation is given the opportunity to discuss any unspent convictions which they are required to tell us about.

- I confirm that I will complete a criminal conviction declaration form and agree to undergo a disclosure check if my application is successful.

Please provide below the names and contact details of at least two referees. One should be your most recent employer if available (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	
Dates employed	

Referee 2

Name of referee	
Job title of referee	
Organisation or relationship to you	
Address	
Email Address	
Contact Telephone Number	
Dates employed (if applicable)	

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

Equal Opportunities

Equality Monitoring: Inverness Badenoch and Strathspey Citizens Advice Bureau is an equal opportunities employer and you are invited to take part in a short equality monitoring survey to help us assess our performance in order to meet this objective. All answers provided will be confidential and anonymous. You do not to complete the survey. Any answers provided do not form part of your application and will not be used for any aspect of the selection process. The survey can be accessed via the following link: <https://www.surveymonkey.co.uk/r/8Q9CBY5>

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 may constitute a criminal offence.

Signed (electronic signature is acceptable):

Date:

Print name:

Please return your completed application before the advertised closing date to:
hr@InvernessCAB.org

Upon receipt you will be contacted to acknowledge that we have received your application. You will also be advised of the outcome of your application in due course.