### APPLICATION FOR EMPLOYMENT

**MORAY CITIZENS ADVICE BUREAU**

**30-32 Batchen Street**

**Elgin**

**IV30 1BH**

**Scottish Charity Number: SC010826**

## CONFIDENTIAL

Please complete this form in **black** ink or type to enable clear photocopying.

Moray Citizens Advice Bureau wishes to ensure that comparison between applicants for posts is thorough, fair and in line with its Equal Opportunities Policy. It is therefore essential that you complete this application form fully as it will be used to assess whether you will be shortlisted for interview. CVs are not acceptable.

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**POSITION APPLIED FOR ...............................................…………………….....**

**SURNAME ........................…….. INITIAL/S .......................……….……**

**ADDRESS….........................…… TEL NUMBERS**

**……………………………………… DAY/WORK.....................……………**

**……………………………………… EVENING………………………………**

**……………………………………**

May we contact you at work? **YES/NO**

**(Please delete)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much notice, if applicable, are you required to give to your present employers?

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Do you hold a current driving licence? **YES/NO** (Please delete as applicable)

This question is only relevant to certain jobs; please refer to the job description.

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Please state where you saw this post advertised.

Newspaper**…………………………………**

Website …………………………………….

Job Centre**………………………………….**

Other (please detail)**……………………….**

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**WORK EXPERIENCE**

We want to know about your work experience, paid or unpaid. Please include your current/previous employment, voluntary work, or community activities, and time spent caring for dependants, etc, if appropriate. Please start with your most recent experience.

|  |  |
| --- | --- |
| **Name of Employer/**  **Organisation** | **Main tasks undertaken** |
|  |  |

**EDUCATION**

Please give general information on the education you have received, and highlight any which are particularly relevant to the post. Please start with your most recent education.

|  |  |
| --- | --- |
| **Education** | **Qualifications** |
|  |  |

**TRAINING**

Please list any training which you have received, or are currently undertaking, which you consider relevant to the post. Please start with your most recent training.

|  |  |
| --- | --- |
| **Training** | **Qualifications** |
|  |  |

**ADDITIONAL INFORMATION**

*This is the most important section and will give us specific information in support of your application. You must be able to demonstrate on this application form and at interview, if shortlisted, that you can satisfy each and every aspect of the Person Specification. You* ***must*** *number your answer in relation to each point in the Person Specification.*

*It will not be sufficient to duplicate what the Person Specification states. For example, if the Person Specification asks for "ability to" or "commitment to", you will be required to demonstrate positively your ability, commitment, etc. with specific reference to examples from your academic, professional, voluntary or personal experience.*

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|  |
| --- |
|  |

Continue on separate sheet if required.

**REFERENCES**

Please provide below the names and addresses of two referees who can comment on your suitability for the post. If you have been employed, we would normally wish to seek a reference from your present or most recent employer.

May we contact your present employer at this stage? **YES/NO** (Please delete)

Name ..............................……... Name .................................………….

Position ............................…….. Position ..............................………….

Address ...........................……... Address ..............................………….

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TEL No…………………………… TEL No…………………………………

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For Adviser post only - Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? YES/NO

(Please delete as appropriate)

(For further information please refer to the ‘Notes for applicants’ sent with this form.)

I declare the information given on this form is correct to the best of my knowledge.

**Signature** .................................................. **Date** .................................

Please return this form to

**Sandra Dow Manager 6 Moss Street Elgin IV30 1LU**

Closing date for applications: 24th February at 12 noon

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