**APPLICATION FOR EMPLOYMENT**

**ABERDEEN CITIZENS ADVICE BUREAU**

**41 Union Street**

**Aberdeen**

**AB11 5BN**

**CONFIDENTIAL**

Aberdeen 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.

**Please complete this form by typing into the grey boxes only.**

**To change Yes/No answers, click on “Yes” and a drop down box will appear.**

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |
| **SURNAME**  | **FIRST NAME(s)**  |

|  |  |  |
| --- | --- | --- |
| **ADDRESS:**      |  | **CONTACT DETAILS:****DAY/WORK:****MOBILE:****EVENING:** **EMAIL:**May we contact you at work?  |
| How much notice, if applicable, are you required to give to your present employer?      weeks |
| Do you hold a current driving licence? *This question is only relevant to certain jobs; please refer to the job description.* |
| Are you free to remain and take up employment in the UK? – if no, please specify what restrictions have been placed      Are you subject to immigration control? - if yes, please specify       |

**General Data Protection Regulation**

Aberdeen Citizens Advice Bureau (ACA) 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 find our privacy notices on our website, or you can request a copy.

**Rehabilitation of Offenders Act**

Do you have any unspent criminal convictions? (Declaration subject to the Rehabilitation of Offenders Act 1974)

**Disability Confident**

ACAB is a **Disability Confident committed employer**. As part of our commitment under this scheme, we will invite to interview (or further assessment) all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the minimum criteria for the post. You will still have to demonstrate in your application and written statement that you meet the minimum criteria for the post. The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

If you have a disability (as defined by the Equality Act 2010), do you wish to apply under the Guaranteed Interview Scheme?

**Right to Work in the United Kingdom**

In order to apply for employment with ACAB, 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\*\* Includes the right to work under the EU Settlement Scheme. |
| [ ]  | 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):…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

**PLEASE NOTE THAT ALL BOXES WILL EXPAND AS YOU TYPE INTO THEM AND ARE THEREFORE NOT RESTRICTED BY THE SIZE OF THE BOX**

**WORK EXPERIENCE**

We want to know about your work experience, paid and 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** | **Job Title** | **Dates** | **Main tasks undertaken** |
|       |       | From     To      |       |
|       |       | From     To      |       |
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**PLEASE NOTE THAT ALL BOXES WILL EXPAND AS YOU TYPE INTO THEM AND ARE THEREFORE NOT RESTRICTED BY THE SIZE OF THE BOX**

**QUALIFICATIONS**

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.

|  |  |  |
| --- | --- | --- |
| **Awarding Body** | **Qualifications** | **Year Awarded** |
|       |       |       |
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|       |       |       |
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**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.

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| --- | --- | --- |
| **Training** | **Qualifications** | **Date Undertaken** |
|       |       |       |
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**ADDITIONAL INFORMATION**

**PLEASE NOTE THAT ALL BOXES WILL EXPAND AS YOU TYPE INTO THEM AND ARE THEREFORE NOT RESTRICTED BY THE SIZE OF THE BOX**

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description and person specifications, please indicate what experience, skills and interests you would bring to this job and include personal examples from your work and personal life to illustrate your experience.

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| --- |
| **Experience**      |

|  |
| --- |
| **Skills and Attributes**      |

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| --- |
| **Values and Attitudes**      |

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| --- |
| **Knowledge**      |

**REFERENCES**

Please provide below details of where we can obtain at least two references **covering your last 5 years of employment** (include additional boxes if necessary).

If you have been in full-time education during the last 5 years, 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**  |       |
| **Address** |       |
| **Email Address** |       |
| **Contact Telephone Number** |       |
| **Dates employed** |       |

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

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

**Signature:**       **Date:**

**Please return this form to:**

The Manager

Aberdeen Citizens Advice Bureau

41 Union Street

Aberdeen

AB11 5BN

Or email to:

manager@aberdeencab.org.uk