# APPLICATION FOR EMPLOYMENT

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| **logo.png**  **RENFREWSHIRE CITIZENS ADVICE BUREAU**  7 Glasgow Road, PAISLEY, PA1 3QS, Tel: 0141 889 2121 CONFIDENTIAL |

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

**CVs will not be accepted**

Renfrewshire 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.

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**POSITION APPLIED FOR:** Energy Advice Case Worker

**SURNAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FORENAMES**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE NUMBERS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(Please delete)

**E-mail address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We will use this as our preferred means of contact**

If offered this position when would you be able to start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**Right to Work in the UK**

NI Number

Do you require a work permit to work in the UK? **Yes/No** deleteas appropriate.

If yes, complete relevant information below:

Visa Reference No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Work Permit No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date \_\_\_\_\_\_\_\_\_\_\_\_\_

Residency Permit No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current driving licence? **YES/NO**

Have you use of a car? **YES/NO** (Please delete)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please state where you saw this advertisement.

Newspaper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAS website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

|  |  |  |
| --- | --- | --- |
| **DATES** | **NAME OF EMPLOYER/**  **ORGANISATION** | **MAIN TASKS UNDERTAKEN** |
|  |  |  |

**EDUCATION AND TRAINING**

EDUCATION - Please give general information on the education you have received, and highlight any which is particularly relevant to the post.

|  |  |  |
| --- | --- | --- |
| **DATES** | **EDUCATION** | **QUALIFICATIONS RECEIVED** |
|  |  |  |

TRAINING - Please list any training which you have received, or are currently undertaking, which you consider relevant to the advertised post.

|  |  |  |
| --- | --- | --- |
| **DATES** | **TRAINING** | **QUALIFICATIONS RECEIVED**  **(if applicable)** |
|  |  |  |

**ADDITIONAL INFORMATION**

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description, please indicate what experience, skills and interests you would bring to this job.

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Please continue on separate sheet if required

**REFERENCES**

Please give 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

The following question is included to ensure our service complies with agreements with the Office of the Immigration Service Commissioner (OISC). The OISC is under a duty to ensure that all individuals providing immigration advice to the public are fit to do so. As part of this all Citizens Advice Bureaux must ensure that advice giving staff do not have unspent convictions relating to assisting illegal entry, falsifying documentation or obstructing the authorities investigating immigration offences.

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

If yes please give details of relevant dates.

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

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return your application via Email to:- **manager@paisleycab.casonline.org.uk**

OR

In an envelope clearly marked ‘Confidential’ to:

Kay Taylor – Bureau Manager/Director

Renfrewshire Citizens Advice Bureau

7 Glasgow Road

Paisley

PA1 3QS

**Closing date for applications: Friday 17th June 2016**

**Interviews will be held on: Wednesday 22nd June 2016**

If you have not received an invitation to Interview by then you have unfortunately, on this occasion, not been selected. However, we thank you for your interest in Renfrewshire C.A.B.

We regret we are unable to acknowledge receipt of completed application forms.

***Renfrewshire Citizens Advice Bureau, SC 001738 – a Registered Scottish Charity***

**EQUAL OPPORTUNITIES, GENERAL POLICY STATEMENT**

**Commitment and Scope of Policy**

The CAB Service comprises all CABx within Scotland and the Association – Citizens Advice Scotland.

We in the CAB Service are committed to the principle of equality of opportunity for all in employment, volunteering, access to advice, service provision and within both decision- making structures. This commitment will involve bringing equality of opportunity into the mainstream of the CAB service by integrating equal opportunities into all of its operations to take account of and reflect the diverse needs of the Scottish population*.*

**Discrimination**

We recognise that issues relating to colour, ethnicity, religion, disability, gender, age and sexuality raise questions of discrimination in society.

We acknowledge that to achieve the effective implementation of this policy would require taking positive action to overcome barriers to services, employment and volunteering opportunities for groups who suffer discrimination

We also recognise that advice and support services need to be delivered by a workforce that reflects the diversity of our communities and that it is necessary therefore for this diversity to be appropriately represented throughout CAS and the CABx. To this end we will seek accurate information about existing and potential clients, workers, and volunteers leading to appropriate marketing and provision of services and job opportunities.

We will work to ensure that that the CAB service actively acts equitably and justly; that those people who experience discrimination feel welcome within the CAB service and feel able to use and contribute to the organisation. To facilitate this, we will provide training and develop procedures and guidelines to ensure that all those involved in the management of the CAB service:

 know about the inequalities and difficulties faced by different sections of the community within which the CAB operates

 have an understanding of the needs of these diverse communities

 routinely assess the impact of its policies and practices on particular groups of people

 provide an appropriate and equal service to all within its area of benefit.

**Obligations**

The CAB service believe that no job applicant, worker, volunteer*,* or client should receive less favourable treatment than another on grounds of gender, sexuality, age, disability, race, colour, or ethnic origin. In addition to our moral responsibility we recognise our obligation under equalities legislation and will work to comply with the codes of practice issued by the three Equality Commissions. (Equal Opportunities Commission, Commission of Racial Equality and Disability Commission)

**Implementation**

We accept that the implementation of the equal opportunity policy is the responsibility of all those within the CAB Service, including the managers, staff and committees that comprise Citizens Advice Scotland, as well as volunteer and paid bureau staff and management committees of bureaux. It is recognised, however, that those working at management level have a specific duty to set the required standards and ensure those standards are met.

The Service recognises that to turn policy into practice equality standards would have to be subsumed within the membership scheme standards documents that sets out the requirements that all bureaux have to meet. Compliance with these standards will then be audited through the CAS audit process.

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**EQUAL OPPORTUNITIES - RECRUITMENT MONITORING FORM**

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| **Post title:** | Energy Advice Case Worker |

The CAB is striving to ensure equality of opportunity in its employment policies and therefore we have decided to monitor our recruitment practices. This will help us identify areas of under representation in our workforce and to assess those areas where positive action is needed. In order that we can monitor each stage of the recruitment process you will be asked to complete this form on application.

Your co-operation in completing this form would be greatly appreciated. **We must stress that any information you give will be strictly confidential.** You are not obliged to answer the questions but you will appreciate that, for our monitoring policy to be wholly effective, we would hope to have 100% response.

**If you do not wish to answer any question(s) this will not affect your application in any way.** There follows and explanation of some of the sections where appropriate. Thank you for your time and co-operation in completing our form.

**1. ETHNIC ORIGIN**

Guidelines: Ethnic Origin

We appreciate that some people including those of mixed race, may not be happy with classification used on monitoring forms. The classification we have used are those currently recommended by the Commission of Racial Equality. If you wish to classify yourself in some other way, please use the additional space provided to do so.

I would describe my ethnic origin as *(in your own words or if you prefer tick one of the following):*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White |  | Irish |  | Black-African |  | Black-Caribbean |  | Black-Other (please specify) |  |
| Indian |  | Pakistani |  | Bangladeshi |  | Chinese |  | Other (please specify) |  |

**2. GENDER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am *(please tick):* | Male |  | Female |  |

**3. AGE**

My date of birth is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. DISABILITY**

Guidelines: Disability

We understand that many employees do not declare disability because of possible discrimination against them by employers in the selection process and many people do not register as disabled for the same reason.

As many people know, the Department of Employment requires us to keep a record of how many disabled people we employ but in addition we would like to know how many people we attract to the CAB so that we can monitor the effectiveness of our policies towards disabled people.

* I do/do not have any disabilities\*
* I am/am not registered disabled\*
* I would/would not require special adaptations/equipment to take up employment\*

Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If you answer in the affirmative to any of the above questions and are short-listed for interview, please contact the CAB to ensure that interview arrangements are to your satisfaction.

**5. SEXUAL ORIENTATION**

Guidelines: Sexual Orientation

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore re-iterate that you are under no obligation to answer it.

I would describe myself as *(please tick):*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  | Gay |  | Bisexual |  |

**6. MEDIA RESPONSE**

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**7. COMMENTS**

Do you have any comments on our monitoring form?

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