### CAB logo March 2013

HAMILTON CITIZENS ADVICE BUREAU

### APPLICATION FOR EMPLOYMENT

## *CONFIDENTIAL*

**Almada Tower**

**67 Almada Street**

**Hamilton**

**ML3 0HQ**

Hamilton & District Citizens Advice Bureau is registered as a Charity with the OSCR Charity Reference No. SCO 07443.

Hamilton Citizens Advice Bureau is a company limited by Guarantee Registered in Scotland: SC370936





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

**(Please include reference no.)**

**SURNAME ........................…….. FORENAME .......................……….……**

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

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

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

**EMAIL: …………………………….……………………………………**

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

**(Please delete)**

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

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

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

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 advert

Newspaper**…………………………………**

Job Centre**………………………………….**

Other (please detail)**……………………….**

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

**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 & Dates Employed** | **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**

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.

|  |
| --- |
|  |

**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** .................................

**Name (Print) ………………………………………………………………………...**

**Please return this form to**

Morag McDonald

Team Leader Business Operations

Hamilton Citizens Advice Bureau

67 Almada Street

Hamilton

ML3 0HQ

Email: [morag.mcdonald@hamiltoncab.casonline.org.uk](mailto:morag.mcdonald@hamiltoncab.casonline.org.uk)

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**Notes for Applicants on completing the Application Form**

* The form should be completed in black ink or black ballpoint pen or typed. This will make it easier for photocopying purposes.
* Please do not send in your CV.
* One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.
* The enclosed person 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 and will assess this against the person specification.
* The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate how you meet the requirements. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.
* If you are shortlisted for interview, the selection panel will ask you questions based on the person specification, which will cover the areas in more detail.
* The following applies only to advisers, and not to other posts. Sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971 are concerned with the following offences: assisting illegal entry, falsifying documentation or obstructing the authorities investigating immigration offences. If you have committed one of the offences above you may still be able to be an adviser; however, we would have to contact the Office of the Immigration Services Commissioner in order to discuss the issues.

Hamilton CAB Charity No: SC0 07443

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