

**East Kilbride Citizens Advice Bureau**

**Recruitment Pack**

**Job Title**

1. Covering Letter
2. Background Information
3. Application form
4. Equal opportunities monitoring form

Date: 24th March 2016

Dear Applicant

# Post of Money/Debt Adviser for the Advice In Mind Project (AIM)

Thank you for your enquiry about the above post.

You will find enclosed an application form together with an equal opportunities monitoring form. There is also some background information about the bureau.

In determining which applicants will be interviewed the Interview Panel will have regard to applicants who best fit the person specification so it is important that you use this as a guide when completing the application form.

In the interest of public safety, the successful applicant for this post will be asked to disclose criminal history information under the Protection of Vulnerable Adults Scheme.

We regret that we are unable to acknowledge receipt of completed application forms unless a stamped addressed enveloped is enclosed with your application.

We look forward to receiving your application by the closing date is 20th April 2016 and we would ask that you provide a telephone number where we can contact you day and/or evening.

Yours sincerely

Bureau Manager

**EAST KIBRIDE CITIZENS ADVICE BUREAU LIMITED**

**BACKGROUND INFORMATION**

The Bureau was first established in 1965, and became a “Company Limited by Guarantee” in June 2000.

There is an active Board of Management, and the Bureau has a record of involvement within the Association at Board and Committee level.

Currently there are 8 paid members of staff:

Bureau Manager( full time), Money Advice Worker (part time), outreach Money advice worker (part time), Admin worker ( part time), Hospital outreach worker (part time), Admin worker (Pension wise part time), Guidance specialist (Pension wise full time) and Bureau cleaner (part time)

The team of Volunteers comprises of :

18 Generalist Advice Workers

1 Tribunal Representative.

1 Admin Workers.

The Bureau is well equipped with IT facilities; with 14 Dell Computers networked on a CAS approved Server System supporting Advisernet, CASTLE and PG-Debt Money Advice Packages.

CASELOAD ANALYSIS

Relationships - 3%

Housing - 5%

Consumer - 2%

Employment - 5%

Debt - 43%

Benefits - 24%

Other - 18%

****EAST KILBRIDE CITIZENS ADVICE BUREAU**

## CONFIDENTIAL

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

Citizens Advice Bureaux of South Lanarkshire wish to ensure that comparison between applicants for posts is thorough, fair and in line with its Equal Opportunities Policies. 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 and will be disregarded if enclosed with the application.

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

**POSITION APPLIED FOR: Advice In Mind (AIM) – Money/Debt Adviser**

**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?

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

Please state where you saw this post advertised.

Website …………………………………….

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** | **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, having known you in a professional capacity. If you have been employed, we would normally wish to seek a reference from your present/ most recent employer.

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

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

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

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

..........................................…….. .............................................…………

..........................................…….. .............................................…………

TEL No…………………………… TEL No…………………………………

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

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 that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and I give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand that my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

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

Please return this form to

Michelle Campbell, Manager

 East Kilbride Citizens Advice Bureau

 9 Olympia Way

 Town Centre

 East Kilbride

 G74 1JT

Or to administration@eastkilbridecab.casonline.org.uk

Closing date for applications: 20th April 2016 at 5pm

## *cab-logo-on-radio-bracknell-forest*

## EQUAL OPPORTUNITIES – RECRUITMENT MONITORING FORM

The CAB is striving to ensure equality of opportunity in its volunteering and 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 an explanation of some of the sections where appropriate. Thank you for your time and co-operation in completing our form.

We wish to give you the following assurances

* The information provided will not form the basis of any part of selection
* All information will be regarded as confidential
* This information will only be used for statistical purposes to monitor the composition of the service.

**1. ETHNIC ORIGIN**

We appreciate that some people, including those of mixed race, may not be happy with classification used on monitoring forms. The classifications we have used are those used by the General Register for Scotland – census forms. 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 Scottish |  | Indian |  | Chinese |  |
| Other White British |  | Pakistani |  | Caribbean |  |
| Irish  |  | Bangladeshi |  | African  |  |
| Any other white background |  | Any other Asian background  |  | Any other Black background  |  |

Other ethnic background (please specify)……………………………….

**2. GENDER**

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

**3. AGE**

|  |  |  |  |
| --- | --- | --- | --- |
| 25 and under |  | 55 and over |  |
| 26 - 34 |  | Declined to answer |  |
| 35 - 54 |  |  |  |

**4. DISABILITY**

We understand that many employees do not declare disability or caring responsibilities because of possible discrimination against them by employers in the selection process and many people do not register as disabled for the same reason. We would like to know how many people we attract to the service so that we can monitor the effectiveness of our policies towards disabled people and their carers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Disability\* | Yes  |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Registered disabled\* | Yes  |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Would you require special adaptations/equipment  |  Yes  |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Carer of someone with a disability  |  Yes |  | No |  |

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**

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 |  |

|  |
| --- |
|  |

Transgender |

**6. MEDIA RESPONSE**

Where did you see this post advertised or how did you find out about it?

|  |
| --- |
|  |

**7. COMMENTS**

Do you have any comments about our monitoring form?