

**CONFIDENTIAL APPLICATION FORM**

**Section 1**

Coventry Citizens Advice

1-7 Station Street

Coventry

CV6 5FL

Email address: Recruitment@coventrycab.org.uk

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| Please refer to the **Recruitment Pack** before completing this application form.  We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification. Please note that CVs are not accepted. | | | | |
| Candidate ref. number (for office use only): | | |  | |
| **Position applied for** | | | | |
| Job title | Operations Manager | Job reference | |  |
| Location | Coventry Citizens Advice Head Offices | | | |

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| **Personal information and address for correspondence** | | |
| First name(s) |  | |
| Last name |  | |
| Address |  | |
| Postcode |  | |
| Telephone home |  | |
| Telephone work |  | |
| May we contact you at work? | | Yes / No |
| Mobile |  | |
| Email |  | |
| We will normally contact you by post / email, however, if you would prefer to be contacted using another method, please let us know here: | | |

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| **Entitlement to work in the UK** |
| **To take up this post you must have the right to work in the UK.**  Please note that Coventry Citizens Advice does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |
| Do you have the right to work in the UK? Yes/No |
| If no, please provide details: |

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| **Disability Confident Scheme** |
| Coventry Citizens Advice is committed to the employment and career development of disabled people. As a Disability Confident employer, an interview is guaranteed to any candidate with a disability whose application meets all of the essential criteria for the post. |
| If you would like to apply for the Guaranteed Interview Scheme,  please tick this box: |

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| **Criminal convictions** | |
| Having a criminal record will not necessarily bar you from working for Coventry Citizens Advice – much will depend on the type of job you have applied for and the background and circumstances of your offence.  For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying, this will be noted in the Recruitment Pack.  Please see the Recruitment Pack for further details. | |
| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? | Yes / No |
| If YES please provide details of the offence and the date of conviction. | |

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| **References** | | |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity and is working in a management role or a profession. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.  **By completing this section, you are agreeing to Coventry Citizens Advice following up your references if we make you a conditional offer.** | | |
| **Referee 1** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |
| **Referee 2** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |

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| Section 2Information, experience, knowledge, skills and abilities |
| **IMPORTANT INFORMATION** |
| **It is essential that you complete this section in full. Please refer to the Recruitment Pack for further details.**   * Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification (found in the Recruitment Pack)**. * Please ensure that you address **all** the criteria on the person specification using the same order and numbers. |

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| **Career history** | | | | | |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.) | | | | | |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** | | | | |
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| Dates: | From | | To Salary: | |
| Reasons for leaving: | | | | |
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| Dates: | | From | | To |
| Reasons for leaving: | | | | |
|  |  | | | | |
| Dates: | | From | | To |
| Reasons for leaving: | | | | |
|  |  | | | | |
| Dates: | | From | | To |
| Reasons for leaving: | | | | |

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| **Educational history** | | |
| Please give details of educational qualifications you have obtained from school, college, university etc. | | |
| Subject | Level | Grade |
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| **Professional development** |
| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
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| Declaration | |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Coventry Citizens Advice, and if appointed, for the purposes of employment at Coventry Citizens Advice.  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed.  I understand that any offer of employment is subject to Coventry Citizens Advice being satisfied with the results of a series of relevant checks including receipt of satisfactory references, a completed and assessed health declaration, a satisfactory DBS check (if applicable) and the right to work in the UK. If you have been advised that qualification certificates are needed the offer is also subject to these being provided. | |
| **If you are sending your application form by email, please mark this box** ☐ **(as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| Signed: | Dated: |

**Please return this form to**

**Email address** Recruitment@coventrycab.org.uk

**Or**

**Postal address:**

CoventryCitizens Advice

1-7 Station Street

Coventry

CV6 5FL



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| **CONFIDENTIAL APPLICATION FORM**  **SECTION 3**  **Diversity monitoring**  Please note **Section 2** will be detached before sending your application to the recruitment panel for shortlisting. |

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| **Job title:** |  | |
| **Candidate ref. number (for office use only):** | |  |

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| The Citizens Advice service is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.  In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information.  All information will be treated confidentially and will be separated from your application form before making any selection decisions.  **General Data Protection Regulation (GDPR) 2018**  Citizens Advice will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of Citizens Advice the information will be processed for the purposes of personnel administration only. The information will be retained for monitoring purposes only.  Thank you for your co-operation.  **This information will not affect your application.** |

**Age**

❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+

**Gender**

❒ Female ❒ Male ❒ Prefer not to say

**Ethnic origin**

How would you describe yourself?

Choose **one** section and tick the appropriate box within it.

**A** **White**

❒ British

❒ English

❒ Scottish

❒ Welsh

❒ Northern Irish

❒ Irish

❒ Gypsy or Irish Traveller

❒ Any other White background, please state……………………………..

**B Mixed Heritage**

❒ White and Black Caribbean

❒ White and Black African

❒ White and Asian

❒ Any other Mixed/multiple background, please state…………………………….

**C Asian or Asian British**

❒ Indian

❒ Pakistani

❒ Bangladeshi

❒ Chinese

❒ Any other Asian background, please state……………………………

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**D Black or Black British**

❒ Caribbean

❒ African

❒ Any other Black background, please state……………………………

**E Other ethnic group**

❒ Arab

❒ Any other, please state………………………………….

**F** ❒  **Prefer not to say**

**Disability**

A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities**.’

Do you consider yourself to be disabled under the Equality Act 2010?

❒ Yes ❒ No ❒ Prefer not to say

The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.

**Sexual orientation**

What is your sexual orientation?

❒ Heterosexual / straight

❒ Bisexual

❒ Gay man

❒ Gay woman / lesbian

❒ Other

❒ Prefer not to say

**Religion or belief**

Which group below do you most identify with?

❒ No religion

❒ Christian (incl. Church of England, Catholic, Protestant & other denominations)

❒ Buddhist

❒ Hindu

❒ Jewish

❒ Muslim

❒ Sikh

❒ Other, please state……………………

❒ Prefer not to say

From which website publication or other source did you FIRST learn of the post?………..…………………………………………………………………………