



CONFIDENTIAL APPLICATION FORM

Section 1

Head of Operations and Projects
Citizens Advice North Oxon and South Northants
26 Cornhill
Banbury
OX16 5NG

recruitment@citizensadvicenosn.org.uk

<p>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.</p>	
Candidate ref. number (for office use only):	
Position applied for	
Job title	

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 email, however, if you would prefer to be contacted using another method please let us know here:	

Entitlement to work in the UK
To take up this post you must have the right to work in the UK.
Please note that Citizens Advice North Oxon and South Northants does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Criminal convictions	
Having a criminal record will not necessarily bar you from working for Citizens Advice North Oxon and South Northants – much will depend on the type of job you have applied for and the background and circumstances of your offence. For this post, an offer of employment will be subject to a DBS check.	
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. 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.

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?	

Section 2: Information, experience, knowledge, skills and abilities

IMPORTANT INFORMATION

It is essential that you complete this section in full. If you require any clarification, please email recruitment@citizensadvicenon.org.uk

- Please explain how your experience, skills and knowledge meet the criteria for the post

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

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necessary.)

Employer's name and address and type of business

State position held and outline briefly the nature of the work and your responsibilities

Dates: From To

Reasons for leaving:

Dates: From To

Reasons for leaving:

Dates: From To

Reasons for leaving:

Dates: From To

Reasons for leaving:

Educational history

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Please give details of educational qualifications you have obtained from school, college, university etc.

Subject	Level	Grade

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 - General Data Protection Regulation (GDPR)

The EU GDPR replaced the Data Protection Act 1988 as of 25th May 2018. This new regulation is designed to protect citizens from privacy and data breaches and CANOSN are committed to being fully compliant.

Please note as part of the recruitment procedure we may collect and store sensitive

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personal data about you. Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

It is our policy to store recruitment data on the cloud platform "PeopleHR". For paid staff, we also maintain paper HR files.

When a member of staff leaves, their online record and paper file will be archived and permanently deleted after 6 years, unless we have a legal basis for extending this period. In this instance, we will notify you.

We are required by law to obtain your consent to such data being recorded.

GDPR Declaration:

- *I give my consent to sensitive personal information being recorded and stored as outlined above.*
- *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.*

Signed:

Dated:

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.

Please return this form to: recruitment@citizensadvicenosn.org.uk

Or

**Recruitment
CANOSN
26 Cornhill
Banbury
OX16 5NG**

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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.

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

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.

If you prefer not to answer any of the questions please leave them blank.

This information will not affect your application.

Diversity Monitoring Information Form

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

Gender: Male Female I prefer to use another term..... (please write in)

Health: Do you consider yourself to have a disability? Yes No

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.'

Ethnic Group: Please indicate your ethnic group by ticking one box (or leave blank)

<i>White</i>	<i>Mixed/multiple ethnic groups</i>	<i>Asian / Asian British</i>	<i>Black African/ Caribbean/ Black British</i>	<i>Other Ethnic Group</i>
<input type="checkbox"/> English/Welsh Scottish/Northern Irish/British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Other Please write in.....
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Please write in.....	
<input type="checkbox"/> Other Please write in.....	<input type="checkbox"/> Other Please write in.....	<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Other Please write in.....		

From which website publication or other source did you first learn of the post?

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