

APPLICATION FOR EMPLOYMENT

Dalkeith & District Citizens Advice Bureau
2-8 Buccleuch Street
Dalkeith,
Midlothian EH22 1HA



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 the person specification.

Please note that CVs are not accepted.

POSITION APPLIED FOR:

Surname	
Initial(s)	
Address	
Email	
Daytime Phone	
Evening Phone	
May we contact you on your daytime number? (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
How much notice are you required to give your current employers (if applicable?)	

This page will be removed from the remainder of the application on receipt and not used in the shortlisting process.

CAREER HISTORY / WORK EXPERIENCE:

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.)

Name & Address of Employer/ Organisation:	Position held & Main duties / responsibilities:	Dates - from-to and Reason for leaving:

EDUCATION

Please give details of any qualifications obtained from school, college, university, etc. in date order starting with the most recent. Continue on a separate sheet if required.

Subject:	Level/Grade:	Awarding Body:	Date:

TRAINING

Please list other training you've completed or are undertaking relevant to the post, in date order starting with the most recent. Continue on a separate sheet if required.

Training Provider:	Details of training completed / Qualification(s) obtained:	Awarding Body (if relevant):	Date:

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 a separate sheet if necessary.)

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.

Name	
Position	
Address	
Email	
Phone	

Name	
Position	
Address	
Email	
Phone	

May we contact your present employer at this stage? (please tick) **Yes** **No**

Criminal Convictions:

Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? (please tick) **Yes** **No**

If YES please provide details of the offence and the date of conviction below:

Entitlement to work in the UK:

Please note, a job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996.

You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

Dalkeith & District CAB Bureau does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Data Protection Statement:

I consent to this information being processed and stored for the purpose of recruitment and selection at Dalkeith & District CAB, and if appointed, for the purposes of employment at Dalkeith & District CAB.

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.

If you are sending your application form by e-mail, please mark this box (as a substitute for your signature) to confirm that you agree to the above declaration

Signature		Date	
-----------	--	------	--

Please return your completed application form (preferably via e-mail) by the closing date and time in the covering letter and advertisement to:

Julie.Podet@DalkeithCAB.org.uk. If returning by post, please mark envelope 'Private & Confidential - Job Application' and send to: Julie Podet, Bureau Manager, Dalkeith & District CAB, 2-8 Buccleuch Street, Dalkeith EH22 1HA

If you have any queries regarding the post or the application process, please do not hesitate to contact Julie Podet on 0131-654-4363 for further information.

If completing a PDF version of this form, open it in Adobe Acrobat and select the "Fill In Form Fields" tool, highlighted in blue (see image to the right.) Then, move the cursor to each section to type in your response.

With older versions of Adobe Acrobat, select "Tools" from the menu at the top then choose the "Comment" button. On the new toolbar that appears, select the T (highlighted in yellow on the image below.) Then, move the cursor to each section to type your response.

We recommend saving the document regularly, and saving the completed application with your name in the filename before submitting.

