

Citizens Advice Derbyshire Districts

Town Hall

Bank Road

Matlock

DE4 3NN

hr@ddcab.org.uk

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| Please refer to the **Guidance Notes for Applicants** before completing this application form. Please note that CVs are not accepted.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. |
| **Position applied for: Human Resources Officer**The hours are negotiable but likely to be in the range of 22.2 to 37 per week. Please use this space to let us know how many hours you’re interested in: |
| Deadline | 9am, Monday 11 July 2022 |
| Interviews | w/c 18 July 2022 |

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| **Confidential Application Form: Section 1****Personal information and address for correspondence** |
| First name(s) |  |
| Last name |  |
| AddressPostcode |  |
| Mobile |  |
| Home phone |  |
| Email |  |
| We will normally contact you by email or post 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 Derbyshire Districts does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

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| **Criminal convictions** |
| The successful candidate will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the background and circumstances of your offence. More information can be found in the information pack. Please get in touch to see our policy on criminal background checks. |
| 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 |  |
| Organisation |  |
| AddressPostcode |  |
| Telephone |  |
| Email |  |
| In which context does this referee know you? |  |
|  |
| **Referee 2** |
| Name |  |
| Organisation |  |
| AddressPostcode |  |
| Telephone |  |
| Email |  |
| In which context does this referee know you? |  |

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| **Confidential Application Form: Section 2****Information, experience, knowledge, skills and abilities** |
| **It is essential that you complete this section in full. Please refer to the guidance notes for applicants 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 information pack)**.
* **Please ensure that you address all the criteria on the person specification using the same order and numbers.**

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. |

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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** |
|  | Position: |
| Responsibilities: |
| Dates: | From | To |
| Reasons for leaving: |
|  | Position: |
| Responsibilities: |
| Dates: | From | To |
| Reasons for leaving: |
|  | Position: |
| Responsibilities: |
| Dates: | From | To |
| Reasons for leaving: |
|  | Position: |
| Responsibilities: |
| Dates: | From | To |
| Reasons for leaving: |
|  | Position: |
| Responsibilities: |
| 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 Citizens Advice Derbyshire Districts, and if appointed, for the purposes of employment at Citizens Advice Derbyshire Districts.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 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: hr@ddcab.org.uk**

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| **Confidential Application Form: Section 3****Diversity monitoring for: Human Resources Officer** |
| *Please note this section will be detached before sending your application to the recruitment panel for shortlisting. The panel will not see this information and it will not affect your application.*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 information requested in the form below**Data protection overview**If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor the diversity of our applicants. The information you give us will be kept securely, won't be shared outside the service and is confidential. It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly. If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes. If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us. |

**How did you hear about this opportunity?** Please include details below:

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**Age** - Which age bracket do you fit into? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Under 25  |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54  |  |
| 55 - 64 |  |
| 65 and over |  |
| Prefer not to say |  |

**Gender** -What best describes your gender? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| I prefer to use another term – please write in………………………………………….. |  |
| Prefer not to say |  |

**Gender identity** -Do you identify as \*Trans?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

\*Trans is an umbrella term to describe people whose identity is not the same as the sex they were assigned at birth. People under the trans umbrella may describe themselves using one or more of a wide variety of terms – including transgender.

**Sexual orientation** -What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Bisexual |  |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Heterosexual/Straight |  |
| I prefer to use another term – please write in………………………………………….. |  |
| Prefer not to say |  |

**Disability** - Do you consider yourself to be a disabled person or do you have a long term health condition?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Neurodiversity** - Do you consider yourself to be neurodiverse?\*

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

\*Neurodiverse is an umbrella term to describe a number of neurodevelopmental conditions including ADHD, autism, dyslexia, dyspraxia, dyscalculia and dysgraphia.

*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.*

**Religion or belief**Which group below do you most identify with? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Buddhist |  |
| Christian (including all denominations) |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| No religion |  |
| Sikh |  |
| Any other religion or belief – please write in………………………………………….. |  |

**Ethnic origin**
How would you describe yourself? Choose **one** section and put a cross in the relevant box within it or write in other.

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| --- | --- | --- |
| **Asian/Asian British** | Bangladeshi |  |
| Chinese |  |
| Indian |  |
| Pakistani |  |
| Any other Asian BackgroundPlease write in………………………………………. |  |
| **Black/African/ Caribbean/Black British** | African |  |
| Caribbean |  |
| Any other Black/African/Caribbean backgroundPlease write in………………………………………. |  |
| **Mixed/multiple ethnic groups** | White & Asian |  |
| White & Black African |  |
| White & Black Caribbean |  |
| Any other mixed/multiple ethnic backgroundPlease write in………………………………………. |  |
| **White** | British/English/Northern Irish/Scottish/Welsh |  |
| Gypsy or Traveller |  |
| Irish |  |
| Any other White backgroundPlease write in………………………………………. |  |
| **Other ethnic group** | Arab |  |
| Other ethnic originPlease write in………………………………………. |  |
| **Prefer not to say** |  |  |

**Thank you for your co-operation.**