

Application form



Please add your covering letter here, insert or attach a copy of your CV and return to hr@ddcab.org.uk.

Name:		
Vacancy:		
Office Base:		
Brief description of why you will be suitable for this role:		
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		
Address Postcode		
Telephone		
Email		
In which context does this referee know you?		
Referee 2		
Name		
Organisation		
Address Postcode		
Telephone		
Email		
In which context does this referee know you?		

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.

Do you have an entitlement to work in the UK? Yes / No

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:

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 in the recruitment process is true and correct. I understand that if appointed on the basis of false information, I may be summarily dismissed.

Signed:

Date:

Confidential diversity monitoring form :

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.

Asian/Asian British	Bangladeshi	
	Chinese	
	Indian	
	Pakistani	
	Any other Asian Background Please write in.....	
Black/African/ Caribbean/Black British	African	
	Caribbean	
	Any other Black/African/Caribbean background Please write in.....	
Mixed/multiple ethnic groups	White & Asian	
	White & Black African	
	White & Black Caribbean	
	Any other mixed/multiple ethnic background Please write in.....	
White	British/English/Northern Irish/Scottish/Welsh	
	Gypsy or Traveller	
	Irish	
	Any other White background Please write in.....	
Other ethnic group	Arab	
	Other ethnic origin Please write in.....	
Prefer not to say		

Thank you for your co-operation.