**Please complete all sections of this form, including candidate details, acceptance of our privacy notice for job applications, reference details and a declaration of your right to work in the UK.**

**Candidate Details**

Please complete your details below:

|  |  |
| --- | --- |
| **Candidate Name** |  |
| **Previous Name(s) if applicable (please include dates)** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Role Applied For** |  |
| **Where did you see the job advertised?** |  |
| **Current (or most recent) job title** |  |
| **Current (or most recent) employer** |  |
| **Current (or most recent) salary** |  |
| **Notice Period** |  |

**General Data Protection Regulation**

Citizens Advice Scotland (CAS) is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Our ‘Privacy Notice for Job Applicants’ sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant, how we use that information, how long we keep it for and other relevant information about your data. It is important that you read this notice so that you are aware of how and why we are using your data, please check the box below to confirm that you have done so.

**I confirm that I have read, understood and agree to the CAS Privacy Notice for Job Applicants.**

**Disability Confident Scheme**  ****

CAS is a **Disability Confident committed employer**. As part of our commitment under this scheme, we will invite to interview (or further assessment) all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the minimum criteria for the post. You will still have to demonstrate in your application and written statement that you meet the minimum criteria for the post. The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

If you wish to claim a guaranteed interview (or further assessment) under the ‘Disability Confident' scheme, **please tick the box below and type in the box next to it “I would like to claim a guaranteed interview as I consider myself to be disabled under the Equality Act 2010”.**

|  |  |
| --- | --- |
|  | **Please type the text noted above:** |

**Right to Work in the United Kingdom**

In order to apply for employment with Citizens Advice Scotland, you must declare that you have the right to work in the United Kingdom and that, if successful, you will be able to provide the necessary documentation (typically a passport or a birth certificate, together with your National Insurance Number). By completing this application form, you are declaring that you are legally entitled to work in the United Kingdom.

**Please state below, by selecting the statement that applies to you, if there are any restrictions or limitations on your legal right to work in the United Kingdom.**

|  |  |
| --- | --- |
|  | I confirm that I have the right to work in the United Kingdom without restriction.\*  \* If you are an EU, EEA or Swiss citizen, please tick this box. |
|  | I confirm that I have the right to work in the United Kingdom until ………………… and I hold the appropriate Visa documentation to confirm this right. I have no restrictions or limitations on my Visa. |
|  | I confirm that I have the right to work in the United Kingdom until ………………… and I hold the appropriate Visa documentation to confirm this right. I am restricted to (please detail any restrictions or limitations on working in the UK):  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

**References**

Any offers of employment with Citizens Advice Scotland are conditional upon receipt of satisfactory references.

Please provide below details of where we can obtain at least two references **covering your last 5 years of employment** (include additional boxes if necessary).

If you have been in full-time education during the last 5 years, please provide details of where an academic reference can be obtained.

For each reference, please detail the following information:

# Referee 1

|  |  |
| --- | --- |
| **Name of referee** |  |
| **Job title of referee** |  |
| **Organisation** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Dates employed** |  |

# Referee 2

|  |  |
| --- | --- |
| **Name of referee** |  |
| **Job title of referee** |  |
| **Organisation** |  |
| **Address** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Dates employed** |  |

Please note that we will not contact any referees until an offer of employment has been made and your authorisation has been obtained.