

APPLICATION FOR EMPLOYMENT

PEEBLES AND DISTRICT CITIZENS ADVICE BUREAU'

Chambers Institution
High Street
Peebles
EH45 8AG



CONFIDENTIAL

Please complete this form in **black** ink or type to enable clear photocopying.

Peebles and District CAB wishes to ensure that comparison between applicants for posts is thorough, fair and in line with its Equal Opportunities Policy. It is therefore essential that you complete this application form **fully** as it will be used to assess whether you will be shortlisted for interview. CVs will not be accepted.

POSITION APPLIED FOR

SURNAME **INITIAL/S**

ADDRESS..... **DAY/WORK TEL**.....

..... **EVE TEL.**

..... May we contact you at work? **YES/NO**

EMAIL:

How much notice, if applicable, are you required to give to your present employers?

Do you hold a current driving licence? **YES/NO**

Please state where you saw the advertisement for this post:

Newspaper.....

Job Centre.....

Other (please detail).....

WORK EXPERIENCE

Please tell us about your work experience, paid or unpaid. Include your current/previous employment, voluntary work, or community activities, and time spent caring for dependants, etc, if appropriate.

Dates	Name of Employer/ Organisation	Main tasks undertaken

EDUCATION

Please give general information on the education you have received, and highlight any which are particularly relevant to the post.

Dates	Education	Qualifications

TRAINING

Please list any training which you have received, or are currently undertaking, which you consider relevant to the post.

Dates	Training	Qualifications

ADDITIONAL INFORMATION

In this section we would like you to give your reasons for applying for this post. Consider the job description and indicate what experience, skills, abilities and interests you would bring to this job.

Continue on separate sheet if required

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.

May we contact your present employer at this stage?	YES/NO
Name	Name
Position	Position
Address	Address
.....
Tel No.....	Tel No.....

For Adviser posts only: The following question is included to ensure our service complies with agreements with the Office of the Immigration Service Commissioner (OISC). The OISC is under a duty to ensure that all individuals providing immigration advice to the public are fit to do so. As part of this all Citizens Advice Bureaux must ensure that advice giving staff do not have unspent convictions relating to assisting illegal entry, falsifying documentation or obstructing the authorities investigating immigration offences.

Have you ever committed an offence under sections 25 and 26 (1) (d) or (g) of the Immigration Act 1971? If yes please give details of relevant dates.

YES/NO

I declare the information given on this form is correct to the best of my knowledge.

Signature **Date**

Please return this form to –

manager@peeblescab.casonline.org.uk

Or

**Gill Westwood, Bureau Manager,
Peebles & District Citizens Advice Bureau,
Chambers Institution,
High Street,
Peebles
EH45 8AG**