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|  |  | **HR Officer**  **Head Office,**  **Citizens Advice Camden,**  **88-91 Troutbeck, Albany Street,**  **London. NW1 4EJ**  **email: recruitment@camdencabservice.org.uk** |
| **APPLICATION FOR EMPLOYMENT**  **CONFIDENTIAL** | | |

Please complete this form on screen. Save and return your completed application via email to:

***recruitment@camdencabservice.org.uk***

We wish to ensure that comparison between applicants is fair and in line with the Citizens Advice Camden Equal Opportunities policies. The information you provide on this form is the **only** information we will use in deciding 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. Please note that CVs are not accepted.

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| Position Applied For: |  |
| When would you be available to take up the post? |  |
| Please indicate whether you are available on the advertised interview date? |  |
| From which website, publication or other source did you FIRST learn of this vacancy? |  |

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| **Personal information and address for correspondence** | | |
| First name(s) |  | |
| Last name |  | |
| Address |  | |
| Postcode |  | |
| Telephone home |  | |
| Telephone work |  | |
| May we contact you at work? | | Yes/No |
| Mobile |  | |
| Email |  | |
| We will normally contact you by email. However, if you would prefer to be contacted using another method please let us know here: | | |

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| **Educational History** | | |
| Please list any education, qualifications, and training that you have undertaken. We are particularly interested in professional and work-related qualifications and development relevant to the role applied for. | | |
| Dates | Course or Qualification (include grade where applicable) | Provider |
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| **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 | | | | | | |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** | | | | | |
|  |  | | | | | |
| Dates: | From | | To | | |
| Reasons for leaving: | | | | | |
|  |  | | | | | |
| Dates: | | From | | To | |
| Reasons for leaving: | | | | | |
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| Dates: | | From | | To | |
| Reasons for leaving: | | | | | |
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| Dates: | | From | | To |
| Reasons for leaving: | | | | |

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| Supporting Information |
| **It is essential that you complete this section in full.** In this section we would like you to give specific information in support of your application, Taking **each point** of the person specification, demonstrate how you have all the necessary skills and abilities. As you type more space will become available, however your statement should be limited to **no more than 2 sides of A4**.  1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12. |

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| **Criminal convictions** | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. | Yes / No |
| If YES please provide details of the offence and the date of conviction. | |
| Having a criminal record will not necessarily bar you from working for Citizens Advice Camden – much will depend on the type of job you have applied for and the background and circumstances of your offence.  For some posts, an offer of employment will be subject to a DBS check. If this applies to the post for which you are applying, this will be noted in the application pack.  Please see the Application Guidance Notes for further details | |

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| **References** | | |
| Please give below the name and address of two referees who can comment on your suitability for the post. These should not include relatives or purely personal friends. If you have been employed we would normally seek a reference from your present or most recent employer. References will not normally be taken up until a conditional offer of employment is made. | | |
| **Referee 1** |  | |
| **Name** |  | |
| **Organisation** |  | |
| **Position Held** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |
| **Referee 2** |  | |
| **Name** |  | |
| **Organisation** |  | |
| **Position Held** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |

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| Declaration | |
| Data Protection: I confirm that I have read and understood the Citizens Advice Camden Privacy Notice regarding how my information will be processed and stored.  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.** | |
| Signed: | Dated: |