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| **CITIZENS ADVICE STAFFORDSHIRE NORTH &****STOKE ON TRENT**  |

**JOB APPLICATION FORM**

**POST: Caseworker - Challenge North Staffs**

**Closing Date: Friday 2 August 2019**

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| *We are an equal opportunities employer and would like to positively encourage you to apply for this job if you think you are suitable, especially if you have found that other employers discriminate against you on grounds of race, nationality or national origin, disability, HIV status, age, class, religious belief, gender or because you are gay, bisexual or lesbian.* |

**HOW TO COMPLETE THE FORM**

* Please ensure that you address those parts of the Person Specification **which we have indicated will be measured from the application form.**
* Please ensure you demonstrate how you meet it. It is not enough simply to say that you meet it, you should give an example of how you meet it.
* It will help us if you number your answers to correspond to the points on the Person Specification.
* Please do **not** include any additional material (e.g. C.V.s, references etc) these will not be considered.

**WHAT HAPPENS NEXT?**

* When applications close our selectors will read all the application forms and compare each candidate to those parts of the Person Specification we have indicated we will measure from the application form.
* Each of the factors included in the Person Specification will be scored on a scale of 0 to 5 to reflect how well you meet them and those candidates achieving the highest scores will be invited to a selection day.
* We will contact you to tell you if you have been short-listed as soon as possible after the closing date.
* The selection day will normally consist of an individual and group exercise (or sometimes a presentation) followed by a formal interview. We will confirm the format in the letter inviting you to the day.
* All candidates will be informed once an appointment has been made.

**Completed forms to be returned by the closing date stated above to:**

Linda Proud, Citizens Advice Staffordshire North & Stoke on Trent, Advice House, Cheapside, Hanley, Stoke-on-Trent, ST1 1HL, or e mail to linda.proud@snscab.org.uk.



-2-

**STATEMENT IN SUPPORT OF APPLICATION**

How do you meet those requirements of the person specification that are to be measured from the application form?

-3-

**PERSONAL HISTORY**

Please give details of how you have spent your adult life. We would like to hear about periods spent in childcare or work at home, as well as involvement with community or voluntary groups and paid work. Please state the names of previous employers, positions held and periods of employment. Please give dates for your activities and set them out separately with the things you have done most recently first. Where periods have been spent in study please include all grades gained.

-4-

**PERSONAL DETAILS – PLEASE COMPLETE IN BLOCK LETTERS**

**Full Name: ………………………………………………………………………………**

**Address: ………………………………………………………………………………...**

**………………………………………………………………………………………………**

**Post Code: …………………………………. Tel No: …………………………………**

**Mobile: ……………………………… Email address: ……………………………….**

**Do you have a current driving licence? YES NO**

**What languages (other than English) can you speak / write?**

**………………………………………………………………………………………………**

**Referees:**

Please name two referees who can comment on your experience and qualifications for the job. One reference should be (where possible) from your present or most recent employer. Your referees may be approached if you are shortlisted for interview.

**Name of Referee**: ………………………………………………………………………

**Position / Profession: …………………………………………………………………**

**Address: …………………………………………………………………………………**

**………………………………………………………………………………………………**

**Post Code: ………………… Email: …………………………...................................**

**Name of Referee**: ………………………………………………………………………

**Position / Profession: …………………………………………………………………**

**Address: …………………………………………………………………………………**

**………………………………………………………………………………………………**

**Post Code: …………………Email: …………………………....................................**

**Signature:**

I declare that the information I have given on this application form is true to the best of my knowledge.

Signature: …………………………………. Date: ……………………..