

CONFIDENTIAL APPLICATION FORM SECTION 1



**Sherwood
& Newark**

Please refer to the **Guidance Notes for Applicants** before completing this application form.

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider the information you provide against the person specification for the role to decide 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.

Candidate ref. number (for office use only):

Position applied for

Job title	Administration Officer	Job reference	AO/Nov 22
Location	Main office base will be Ollerton with cover at the Newark office		

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:

Information, experience, knowledge, skills and abilities

IMPORTANT INFORMATION

It is essential that you complete this section in full. Please refer to

the Guidance Notes for Applicants for further details.

- Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification (found in the Application Pack and below)**.
- Please ensure that you address **all** the criteria on the person specification using the same order and numbers.
- Please expand the boxes or use additional pages where necessary

	Person Specification Criteria	Demonstrable through application
1	One year's recent experience of office administration	
2	Good current knowledge of Microsoft Office packages and Google Cloud based systems (Workspace)	
3	One year's experience of basic bookkeeping and managing invoices.	
4	Ability to communicate effectively and accurately in writing, face to face and on the phone	
5	Excellent interpersonal skills with the ability to communicate with people at all levels	
6	Excellent organisational skills with the ability to manage a varied workload, prioritise and meet deadlines under pressure	

7	Ability to create and maintain efficient administration systems and records, with attention to detail including Health & Safety	
8	Able to work effectively as part of a team with the self motivation to work independently	
9	Ability to take a brief, ensure the task is understood and then work independently.	
10	Ability to research, analyse and interpret information	
11	A good up to date understanding of equality and diversity and its application to the provision of advice	
12	Commitment to the aims, principles and policies of Citizens Advice	

Career history

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. (Continue on a separate sheet if necessary.)

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:		
	Dates:	From	To
	Reasons for leaving:		

	Dates:	From	To
	Reasons for leaving:		



If you have worked or volunteered in the Citizens Advice service within the last 5 years please provide further details. References will be taken up for successful candidates.

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:

Manager's name and contact details:

Educational History

Please give details of educational qualifications you have obtained from school, college, university etc.

Subject

Level

Grade

--	--	--

Professional development

Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken.

--

Criminal convictions

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.

Having a criminal record will not necessarily bar you from working for Citizens Advice Sherwood & Newark – 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 CRB check. If this applies to the post for which you are applying, this will be noted in the application pack.

Please see Guidance Notes and Application Pack for further details

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 the interview.

Referee 1

Name

Address

Postcode

Telephone

Email

In which context does this referee know you?

Referee 2

Name

Address

Postcode

Telephone

Email

In which context does this referee know you?

Attachments

Have you attached any separate sheets or documents?

Yes/No

If yes, how many?

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

Please note that Citizens Advice does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

--

Declaration

Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice Sherwood & Newark, and if appointed, for the purposes of employment at Citizens Advice Sherwood & Newark.

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 email, please mark this box ☐ (as a substitute for your signature) to confirm that you agree to the above declaration.

Signed:

Dated:

Please email this form to: jackieinsley@sn-ca.org.uk

or post to:

Jackie Insley, Chief Officer, 5 Forest Court, New Ollerton, Newark, Notts NG22 9PL

Mark: Private and Confidential

We are unable to consider applications received via email or post after the closing date - 12pm, Tuesday 10th January 2023

Equity & Diversity

Citizens Advice Sherwood & Newark values diversity, promotes equity and challenges discrimination

This information is given in confidence for monitoring purposes only and is not seen by anyone responsible for making recruitment decisions. We do not ask for your name on the form so only anonymous data is collected and shared for the purposes outlined above.

[Link to the Diversity monitoring Forms](#)

We value diversity, promote equality and challenge discrimination