

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	Cost Of Living Outreach Adviser	Job reference	OA/April 2023
Location	Newark & Sherwood (various outreach locations)		

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	A minimum of 12 months' experience in an advice agency or similar setting	
2	Experience of delivering advice and support to people on Social welfare law at generalist-level (including Benefits, Debt, Housing)	
3	Ability to learn and develop knowledge and skills, and willingness to work within guidelines, protocols and procedures	
4	Good time management skills, with ability to work under pressure, and prioritise a variety of tasks	
5	Good listening skills, with the ability to give and receive feedback sensitively.	
6	Ability to communicate effectively and accurately in writing, face to face and on the phone	
7	Ability to monitor and maintain own standards to meet quality and widerservice requirements	
	Good digital skills, with ability	

8	to use a range of applications, including case management systems, information databases and data recording	
9	Able to work effectively as part of a team with the self motivation to work flexibility and independently	
10	Proven track record of project management and working successfully with partners to ensure measurable outcomes for clients.	
11	Ability to travel to locations across the Newark & Sherwood area	
12	A good up to date understanding of equality and diversity and its application to the provision of advice	
13	Commitment to the aims, principles and policies of Citizens Advice	
14	Completed the Citizens Advice Certificate in Generalist 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.

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
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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	
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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?	
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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 in word format 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 - **12 noon on 13th April 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.

[Diversity monitoring form Outreach Adviser](#)