

# Application Form

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**Position: Administrative and Reception Support Worker Ref: 02/21**

To apply for this role, please complete this application form and send it to [Eveline.Crossan@swacab.org.uk](mailto:Eveline.Crossan@swacab.org.uk)

In order for your application to be considered, please ensure you complete all sections of this form. **Please do not send in your CV** as we will only consider your completed application form.

We respond to all applications, so once the deadline for the role has passed, we will carefully review your application and let you know if it will be progressed to the next stage in the process.

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## Candidate Details

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Please complete your details below:

Title	
Full name	
Previous name(s) if applicable (please include dates)	
Address	
Email address	
Contact telephone number	
Role applied for	
Where did you see the job advertised?	

## General Data Protection Regulation

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South West Aberdeenshire Citizens Advice Bureau is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Our Privacy Notice for Job Applicants sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant, how we use that information, how long we keep it for and other relevant information about your data. We have supplied a copy of this Privacy notice in the Job Application pack. It is important that you read this notice so that you are aware of how and why we are using your data. Please check the box below to confirm that you have done so.

**I confirm that I have read, understood and agree to the Privacy Notice for Job Applicants.**

## References

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An offer of employment with South West Aberdeenshire Citizens Advice Bureau must be supported by two satisfactory references. Please provide the names and contact details of two referees below. We will contact your referees if you are appointed to the job. They should be someone you have volunteered with, or from an organisation or business you have had substantial contact with. They should not be a friend or relative.

If you have been in education recently, please provide details of where an academic reference can be obtained.

For each reference, please detail the following information:

### Referee 1

<b>Name of referee</b>	
<b>Job title of referee</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Contact Telephone Number</b>	
<b>Dates employed</b>	

### Referee 2

<b>Name of referee</b>	
<b>Job title of referee</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Contact Telephone Number</b>	
<b>Dates employed</b>	

Please note that we will not contact any referees until an offer of employment has been made and your authorisation has been obtained.

**Right to Work in the United Kingdom**

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All employees must be able to demonstrate that they are legally entitled to work in the United Kingdom.

In order to apply for employment with South West Aberdeenshire Citizens Advice Bureau, you must declare that you have the right to work in the United Kingdom and that, if successful, you will be able to provide the necessary documentation (typically a passport or a birth certificate, together with your National Insurance Number).

By completing this application form, you are declaring that you are legally entitled to work in the United Kingdom.

**Please state below, by selecting the statement that applies to you, if there are any restrictions or limitations on your legal right to work in the United Kingdom.**

I confirm that I have the right to work in the United Kingdom without restriction.

I confirm that I have the right to work in the United Kingdom until \_\_\_\_\_ and I hold the appropriate Visa documentation to confirm this right. I have no restrictions or limitations on my Visa.

I confirm that I have the right to work in the United Kingdom until \_\_\_\_\_ and I hold the appropriate Visa documentation to confirm this right. I am restricted to (please detail any restrictions or limitations on working in the UK):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

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Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards. Please explain any employment breaks. If you have not been in any employment, paid or unpaid, please leave this section blank.

### Present or most recent employer:

Name, full address & telephone number of employer	
Job title	
Dates employed: from (MM/YY) to (MM/YY)	
Final salary	
Notice period (if applicable)	
Reason for leaving	

Please give a brief outline of your main responsibilities and achievements:

### Previous employers: Continue on separate sheet and include additional boxes if necessary

Name, full address & telephone number of employer	
Job title	
Dates employed: from (MM/YY) to (MM/YY)	
Notice period (if applicable)	
Reason for leaving	

Please give a brief outline of your main responsibilities and achievements:

Name, full address & telephone number of employer	
Job title	
Dates employed: from (MM/YY) to (MM/YY)	
Notice period (if applicable)	
Reason for leaving	

Please give a brief outline of your main responsibilities and achievements:

If you have had any breaks in your employment (for example family commitments, travel and periods of unemployment) please give the dates to and from and a full explanation.

Dates	Reason for break

## Qualifications

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Please give details of your qualifications below, beginning with the most recent.

### Education:

<b>Dates</b>	<b>Institution name</b>	<b>Qualification</b>	<b>Grade</b>

### Membership of professional bodies:

<b>Date joined</b>	<b>Professional body</b>	<b>Category of membership</b>

### Additional qualifications:

<b>Date completed</b>	<b>Course</b>	<b>Brief description</b>

## **Personal statement**

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In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description, please provide examples demonstrating what experience, skills and qualities you would bring to this job. Your statement should not be longer than one page.



## Declaration

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I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal and is likely to constitute a criminal offence.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Please return completed application by email, with your name, job title and job reference number in the subject line, to:-

Eveline Crossan, Manager, South West Aberdeenshire Citizens Advice Bureau

Email: [Eveline.crossan@swacab.org.uk](mailto:Eveline.crossan@swacab.org.uk)

Or by Post: Eveline Crossan, Manager,  
South West Aberdeenshire Citizens Advice Bureau  
Suites 1 & 2 Westhill Shopping Centre  
Old Skene Road  
Westhill  
Aberdeenshire  
AB32 6RL

**CLOSING DATE Monday 15<sup>th</sup> March 2021 at 5pm; Interviews held on Friday 19<sup>th</sup> March 2021**

Please do not provide a Curriculum Vitae or testimonial.