



Application for the post of Trustee

Note: Please complete this form in **black ink**, to enable clear photocopying

APPLICATION FOR APPOINTMENT

Please specify post : _____

Surname: _____

First Names: _____

Home Address: _____

Tel Home: _____

Tel Work: _____

E-mail: _____

May we contact you at work? Yes/No

REFERENCES

Please give below the names and addresses of two referees.

First Referee

(current or most recent employer)

Name.....

Position Held.....

Address.....
.....
.....
.....

Tel. no.

E-mail:

Second Referee

Name.....

Position Held.....

Address.....
.....
.....
.....

Tel. no.

E-mail:

If you are shortlisted, may we take up your references before interview? Yes/No

NOTICE

If applicable, what period of notice are you required to give?

Your completed application and/or any enquiries relating to your application should be addressed to:

**Hillingdon & Ealing Citizens Advice, Area Support Office,
Key House, 106 High Street, Yiewsley, Middx UB7 7BQ (Tel: 01895 422479)**

Please mark any correspondence 'Private and Confidential'.

1. Relevant Paid and/or Unpaid Work Experience

This may include your current/previous employment (including job training schemes), school placements, voluntary work, community activities and life experiences (continue on a separate sheet if necessary). Please put in date order, starting with the most recent.

Dates From To	Employment/Voluntary Work etc. (give full name of organisation and your job title/role)

2. Education and Training

Please list your education and training (including short courses). Continue on a separate sheet if necessary.

Dates		Nature of Course / Qualifications Gained
From	To	

3. Reasons for Applying

Give reasons for applying for this job demonstrating how you meet each of the criteria listed in the **person specification**, giving examples of your relevant skills, abilities and experience.

Taking **each point** of the person specification in turn, please give specific information that demonstrates how you have the skills and abilities needed for this post.

Any additional information which you wish to provide should be limited to no more than two sides of A4 paper.

4. Miscellaneous

Do you hold a current full driving licence? YES/NO

Do you speak any languages in addition to English?
(please list) _____

Have you been interviewed and tested for a post with HECA previously? YES/NO
If yes, in which year and month?

Are you entitled to work in the UK? YES/NO

How did you learn of this vacancy? _____

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.

Please note: for this post a basic Disclosure and Barring Service (DBS) Certificate will be necessary. However, the Citizens Advice service is committed to the promotion and delivery of equal opportunities to staff and so has a policy to ensure ex-offenders are not discriminated against.

All offences, other than sexual crimes against a child or vulnerable adult, will be treated on an individual basis taking into account issues such as the risk to the client, the circumstances of the offence (e.g. what it was, is it relevant to role, how long ago it was) and the reputation of and risk to the bureau.

Data Protection Act 1998

As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 18 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

For the purposes of the Act the Data Controller is Hillingdon and Ealing Citizens Advice Ltd.

DECLARATION

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored by HECA Ltd.

Signature: _____ Date: _____



Equal Opportunities

The CAB service is committed to equal opportunities for all.

Hillingdon and Ealing Citizens Advice is fully committed to the Service's Equal Opportunity policies. These cover all aspects of the Service, including the way it is provided, the ways people can gain access to it and the way we employ people to work within it.

With regard to recruitment, we aim to ensure that no applicant receives less favourable treatment than another on the grounds of race, sex, disability, HIV/AIDS, sexuality, class, age or any other unfair criterion.

Our recruitment procedures are designed to ensure that all job applicants are considered solely on the basis of their aptitudes and abilities in relation to the requirements of the job.

This includes short listing without reference to personal details. We would, however, request you to complete our equal opportunities monitoring form.

The purpose of this statement is to make clear HECA's commitment to the principles of Equal Opportunities and to assure all applicants that their application will be dealt with fairly. HECA is committed to taking positive action to implement equal opportunities for people facing discrimination and to ensuring that its workforce is representative of the whole community.

Equal Opportunities Monitoring Form

Confidential

Please return this with your application form. It will be separated from your application before short-listing. The selection panel will not see this form, which will be used for monitoring purposes only.

Post applied for _____

Surname/family name _____

First name(s) _____

Gender **Female** **Male**

Age _____

Ethnic Group

Please indicate which ethnic group you belong to:

White	Mixed	Asian or Asian British	Black or Black British	Gypsy / traveller	Chinese or Other Ethnic Group
British <input type="checkbox"/> Irish <input type="checkbox"/> Other White <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Mixed British <input type="checkbox"/> Other Mixed <input type="checkbox"/>	Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Other Black <input type="checkbox"/>	Gypsy / traveller <input type="checkbox"/>	Chinese <input type="checkbox"/> Other Ethnic Group <input type="checkbox"/>

Disability

Do you have a disability? Yes No