

APPLICATION FOR EMPLOYMENT

**Perth Citizens Advice Bureau
7 Atholl Crescent
Perth
PH1 5NG**

CONFIDENTIAL

Please complete this form and email back to the address provided below.

Perth Citizens Advice Bureau wishes to ensure that comparison between applicants for posts is thorough, fair and in line with its Equal Opportunities Policy. It is therefore essential that you complete this application form fully as it will be used to assess whether you will be shortlisted for interview. **CVs are not acceptable.**

POSITION APPLIED FOR: Chief Executive Officer

SURNAME **INITIAL/S**

ADDRESS..... **TEL NUMBERS**

..... **DAY/WORK**.....

..... **EVENING**.....

.....
May we contact you at work? **YES/NO**
(Please delete)

How much notice, if applicable, are you required to give to your present employers?

Do you hold a current driving licence? **YES/NO** (Please delete as applicable)
This question is only relevant to certain jobs; please refer to the job description.

Please state where you saw this advert

Newspaper.....

Job Centre.....

Other (please detail).....

WORK EXPERIENCE

We want to know about your work experience, paid or unpaid. Please include your current/previous employment, voluntary work, or community activities, and time spent caring for dependants, etc, if appropriate. Please start with your most recent experience.

Name of Employer/ Organisation	Dates	Main tasks undertaken

EDUCATION

Please give general information on the education you have received, and highlight any which are particularly relevant to the post. Please start with your most recent education.

Education	Dates	Qualifications

TRAINING

Please list any training which you have received, or are currently undertaking, which you consider relevant to the post. Please start with your most recent training.

Training	Dates	Qualifications (If applicable)

ADDITIONAL INFORMATION

In this section we would like you to give specific information in support of your application. **Taking each point of the person specification, demonstrate how you have all the necessary skills and abilities.** Please note that when shortlisting for interview the selection panel will consider only the information contained in your application form and will assess this against the person specification.

Please use additional sheets if necessary

Closing Date: 12:00 Friday 31st January 2020

Interviews: Week commencing 17th February 2020

Please let us know if this will cause you any difficulties.

REFERENCES

Please provide below the names and addresses of two referees who can comment on your suitability for the post. If you have been employed, we would normally wish to seek a reference from your present or most recent employer.

May we contact your present employer at this stage? **YES/NO** (Please delete)

Name	Name
Position	Position
Address	Address
.....
.....
TEL No.....	TEL No.....

(For further information please refer to the 'Notes for applicants' sent with this form.)

I declare the information given on this form is correct to the best of my knowledge.

Signature **Date**

Please return this form to

Mrs K Campbell, Perth CAB, 7 Atholl Crescent, Perth PH1 5NG

karencampbell@perthcab.casonline.org.uk

