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| **APPLICATION FORM**  **Application for employment as:** Trainee Debt Adviser  **Job Ref:** TDA1  **Closing Date for Applications is 11:59pm on 21 October 2020**  *No applications submitted after this time will be considered.*  **Interviews will be held on:** Week commencing 26 October 2020  **Please email your completed application *and* equal opportunities form to** [**recruitment@talkingmoney.org.uk**](mailto:recruitment@talkingmoney.org.uk)  **or by post to: Recruitment, Talking Money, 1 Hide Market, West St, St Philips, Bristol, BS2 0BH** | | | | | | | |
|  | |  | | | Application Ref  ***(for Talking Money use)*** | | |
| **PRESENT WORK (Paid or voluntary)** | | | | | | | |
| **Name/ Address of Employer** | | **Position(s) held and brief description of responsibilities** | | | | **Salary** | |
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| **Dates (from – to):** | | | **Notice Required:** | | | | |
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| **EMPLOYMENT HISTORY (Paid or voluntary) (Add rows as necessary)** | | | | | | | |
| **Name/ Address of Employer** | **Position(s) held and brief description of responsibilities** | | | **Dates of employ-ment and salary** | | | **Reason for leaving** |
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| **EDUCATION & TRAINING**  **Please list your formal qualifications** | | | |
| **Date** | **School/College/ University** | **Qualifications obtained / courses undertaken** | |
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| **Please state any other training you have attended relevant to the position you have applied for:** | | | |
| **If there are any significant gaps in your employment and education history, please explain them here:** | | | |
| **This role is advertised by Debt Free South West, a partnership of 9 advice agencies working across the South West of England. This role will be a mix of home-based and office-based work.**  **Please indicate which location/organisation you would wish to consider for employment (Tick as many as you want to consider)** | | | |
| **□ GL Communities (Gloucester)**  **□ Citizens Advice Bristol (Bristol City Centre)**  **□ North Bristol Advice Centre (Lockleaze, North Bristol)**  **□ South Bristol Advice Services (Withywood, South Bristol)**  **□ St Pauls Advice Centre (St Pauls, Bristol)**  **□ Citizens Advice North Somerset (Weston-super-Mare)**  **□ Citizens Advice South Somerset (Yeovil)**  **□ Citizens Advice Bath & North East Somerset (Bath)** | | | |
| **Please state below how your skills, knowledge and previous experience (whether paid or unpaid) support your application for this job. Your application will be assessed against the job description and person specification for the post. Continue on separate sheets if necessary.**  **Do not submit a CV as shortlisting decisions will be based on the information contained within this form only.** | | | |
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| **Please give the details of two people to whom we may contact for references (one of which should be your last or current employer. If you do not want us to contact them unless we offer you the position, please tick the box.**  **□** | | | |
| **Name:** | | | **Name:** |
| **Position:** | | | **Position:** |
| **Name of Company:** | | | **Name of Company:** |
| **Address:** | | | **Address:** |
| **Telephone Number:** | | | **Telephone Number:** |
| **Email Address:** | | | **Email Address:** |
| **Length of Time Known:** | | | **Length of Time Known:** |
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| **Declaration** | | | |
| It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer’s service if I am employed.  I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.  Applicant’s Signature ………………………………………. Date / / | | | |
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| **Data Protection Information** | | | |
| Talking Money, as lead agency for the Debt Free South West partnership, will process your data in this application in accordance with our Privacy Policy. This is available at [www.talkingmoney.org.uk/privacy](http://www.talkingmoney.org.uk/privacy) or a hard copy can be provided to you on request.  If you are not successful, we will store the data contained within your application form and equal opportunities monitoring form for 6 months after the closure of this recruitment for the purpose of any future roles. If you wish that we remove your data immediately upon completion of this recruitment activity, please tick the box. **□** | | | |

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| **APPLICATION FORM – GUIDANCE NOTES** | |
| **Please read the following notes to help you fill in the form correctly. The following headings correspond to some of the appropriate sections of the application form:** | |
| **Employment Details:** | The full job title should be completed and indicate the earliest date on which you could start work for us if the job is offered to you. |
| **General Information:** | Let us know if you hold a current driving licence and also if there are any current penalty points.  Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service.  If the post for which you are applying requires a DBS check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply.  If the post for which you are applying does not require a DBS check, you are still required to answer this question but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as ‘spent’. |
| **Work History:** | Starting with your last employer, list all employers you have worked for, providing the job title, starting / leaving dates, salary and the reason you left. If relevant include any voluntary work.  Give only a brief concise outline of your duties and responsibilities, perhaps using bullet points.  This information may be used to assess whether you meet the experience requirement for the vacancy.  List your formal qualifications, including grades where appropriate, where they were obtained and when awarded.  Please detail the organising body and the details of any training you have attended.  List your current membership of the professional body/ institute/s to which you may belong/subscribe.  This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted. |
| **Supporting Information:** | This section is probably the most important part of your application, as you have to make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history; refer only to the relevant parts.  In considering your experience, reflect on all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job.  Express any relevant views on the requirements specified in the job description and person specification in support of your application. |
| **References:** | Please give details of two referees including your current or most recent employer. Note references will be taken up prior to interview unless otherwise requested. |

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