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# Application Instructions

# Advice Services Managers – Full-time and Part Time

# (Experienced Generalist Adviser will be considered)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To apply for this role please you must submit your most recent CV and supporting statement which address personal specification for the role, maximum 1500 words.

Your **CV** should**:**

* State your contact details.
* Your employment history, listing your current and past employment giving a brief overview of your responsibilities.
* List your relevant Qualifications and Training
* Give contact details for two referees and state the referee’s relationship to you.

Your **Supporting Statement** should:

Detail how your experience matches each point on the Role Specification.

**Closing Date**: 08:00am Thursday 16th May 2024

**Interview**  We interview on a rolling basis. We reserve the right to close the applications earlier if suitable candidates are found so encourage early applications**.**

**Please specify the length of NOTICE** **you are required to give your current employer**:

* Week
* Two Weeks
* Month
* 6 Weeks
* Two months

**Please indicate if your applying for a Full-time or Part-time post**:

* Full-time 37.5 hours per week
* Part-time 30 hours per week equivalent to 4 days per week
* Part-time 22.5 hours per week equivalent to 3 days per week

| Entitlement to work in the UK |
| --- |
| To take up this post you must have the right to work in the UK.  Please note that Citizens Advice Hammersmith and Fulham does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

| Criminal convictions | |
| --- | --- |
| Having a criminal record will not necessarily bar you from working for Citizens Advice Hammersmith and Fulham – 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 DBS check.  This post is subject to DBS check. | |
| 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. | |

| Declaration | |
| --- | --- |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice Hammersmith and Fulham and if appointed, for the purposes of employment at Citizens Advice Hammersmith and Fulham.  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 based on 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 return application form, CV and statement: [recruitment@cahf.org.uk](mailto:recruitment@cahf.org.uk)

Subject reference: **ASM – 1**

Closing Date: 08:00am Thursday 16th MAY 2024

| CONFIDENTIAL APPLICATION FORM  SECTION 3  Diversity monitoring  Please note Section 2 will be detached before sending your application to the recruitment panel for shortlisting. |
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| Job title: | Advice Services Managers | | |
| --- | --- | --- | --- |
| Candidate ref. number (for office use only): | | **ASM -1** | |
| DATE: | | \_\_ \_\_/\_\_ \_\_/2024 | |
| The Citizens Advice service is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.  In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information.  All information will be treated confidentially and will be separated from your application form before making any selection decisions.  Data Protection Act 1998  Citizens Advice will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of Citizens Advice the information will be processed for the purposes of personnel administration only. The information will be retained for monitoring purposes only.  Thank you for your cooperation.  This information will not affect your application. | | |

Age

❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+

Gender

❒ Female ❒ Male ❒ Prefer not to say

Ethnic origin

How would you describe yourself?

Choose one section and tick the appropriate box within it.

A White

❒ British

❒ English

❒ Scottish

❒ Welsh

❒ Northern Irish

❒ Irish

❒ Gypsy or Irish Traveller

❒ Any other White background, please state……………………………..

B Mixed Heritage

❒ White and Black Caribbean

❒ White and Black African

❒ White and Asian

❒ Any other Mixed background, please state…………………………….

C Asian or Asian British

❒ Indian

❒ Pakistani

❒ Bangladeshi

❒ Any other Asian background, please state……………………………

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D Black or Black British

❒ Caribbean

❒ African

❒ Any other Black background, please state……………………………

E Chinese or other ethnic group

❒ Chinese

❒ Arab

❒ Any other, please state………………………………….

F ❒ Prefer not to say

Disability

The Citizens Advice service believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

❒ Yes ❒ No ❒ Prefer not to say

Sexual orientation

What is your sexual orientation?

❒ Bisexual

❒ Gay man

❒ Gay woman / lesbian

❒ Heterosexual / straight

❒ Other

❒ Prefer not to say

Religion or belief

Which group below do you most identify with?

❒ No religion

❒ Christian (incl. Church of England, Catholic, Protestant & other denominations)

❒ Buddhist

❒ Hindu

❒ Jewish

❒ Muslim

❒ Sikh

❒ Other, please state……………………

❒ Prefer not to say

From which website, publication or other source did you FIRST learn of the

post?………..…………………………………………………………………………