

**Application for Generalist Adviser GP Project**

**Name ………………………………………………………………**

This is your supporting statement - please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the Person Specification.

Please ensure that you address all the criteria on the Person Specification using the same order and numbers. (It is essential that you complete this section in full - please refer to the Guidance Notes for Applicants for further details).

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| **9** |  |
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| **11** |  |

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| **Criminal convictions** |
| Having a criminal record will not necessarily bar you from working for Citizens Advice South Lincolnshire – 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 Disclosure and Barring Service (DBS) check. If this applies to the post for which you are applying, this will be noted in the application pack.  |
| 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. |

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| **Declaration** |
| Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Citizens Advice South Lincolnshire, and if appointed, for the purposes of employment at Citizens Advice South LincolnshireI 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 on the basis of 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 provide your CV and the completed Supporting Statement to

paadmin@citizensadvicesouthlincs.org.uk by the deadline date, as advertised in the job advertisement.

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| **CONFIDENTIAL APPLICATION FORM****SECTION 2****Diversity monitoring**Please note this section will be detached before sending your application to the recruitment panel for shortlisting. |

|  |  |
| --- | --- |
| **Job title:** |  |
| **Candidate ref. number (for office use only):** |  |
|  |  |  |

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| 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 information requested in the form below **Data protection overview****If you are happy to provide it, we will use this information for the sole purpose of allowing us to monitor equality of opportunity and treatment as necessary to maintain or promote equality within Citizens Advice \*\*\*\*.****The information you give us will be kept securely, won't be shared outside the service and is confidential.****It will not be seen by anyone responsible for making recruitment decisions or have any impact on you directly.****If you are successful in your application and we require this information for other purposes, you will be asked to provide it separately - i.e. this form will not be used for other purposes.** **If you would prefer not to answer any of the questions we ask, please leave them blank. If you would like us stop using the information you provide, please contact us.**Thank you for your co-operation. **The following information will not be seen by the recruitment panel and will not affect your application.** |

**Age**

Which age bracket do you fit into? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Under 25  |   |
| 25 - 34 |   |
| 35 - 44 |   |
| 45 - 54  |   |
| 55 - 64 |   |
| 65 and over |   |

**Gender**

What best describes your gender? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Female |   |
| Male |   |
| I prefer to use another term Please write in……………………………………... |   |

**Sexual orientation**

What is your sexual orientation? Put a cross in the relevant box or write in a preferred term.

|  |  |
| --- | --- |
| Heterosexual/Straight |   |
| Gay Man |   |
| Gay Woman/Lesbian |   |
| Bisexual |   |
| I prefer to use another term Please write in………………………………………. |    |

**Ethnic origin**

How would you describe yourself? Choose **one** section (A to E) and put a cross in the relevant box within it.

|  |  |  |
| --- | --- | --- |
| **A. White** | English/Welsh/Scottish/Northern Irish/British |   |
| Irish |   |
| Gypsy or Irish Traveller |   |
| Any other White background Please write in………………………………………. |   |
| **B. Mixed/multiple ethnic groups** | White & Black Caribbean |   |
| White & Black African |   |
| White & Asian |   |
| Any other Mixed/multiple ethnic background Please write in………………………………………. |     |
| **C. Asian/Asian British** | Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Chinese |   |
| Any other Asian Background Please write in………………………………………. |   |
| **D. Black/African/ Caribbean/Black British** | African |   |
| Caribbean |   |
| Other Black/African/Caribbean background Please write in………………………………………. |   |
| **E. Other ethnic group** | Arab |   |
| Any other ethnic group Please write in………………………………………. |   |

**Disability**

A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities**.’

Do you consider yourself to be disabled under the Equality Act 2010?

|  |  |
| --- | --- |
| Yes |   |
| No |   |

*The information on this form is for monitoring purposes only. If you require any reasonable adjustments to be made in the recruitment process or at work subsequently if appointed, please make sure you tell us separately from this form. We follow the social model of disability which believes that it is the barriers created by society which disable people. We will use reasonable adjustments wherever possible to remove those barriers.*

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth? Put a cross in the relevant box.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**Religion or belief**

Which group below do you most identify with? Put a cross in the relevant box.

|  |  |
| --- | --- |
| No religion |   |
| Christian (including all denominations) |   |
| Buddhist |   |
| Hindu |   |
| Jewish |   |
| Muslim |   |
| Sikh |   |
| Any other religion or belief Please write in………………………………………. |     |

**How did you hear about this opportunity?**

Please include details below:

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