**COMMUNITY ADVICE ARDS AND NORTH DOWN**

**APPLICATION FOR EMPLOYMENT**

Please complete as an MS Office compatible document or in **black** ink to enable clear photocopying.

**POSITION: Debt Advisor**

**HOURS: 22 hours per week**

**LOCATION: CAAND Holywood**

 **(May be required to work in Bangor/Ards offices**

 **as required)**

**PERSONAL**

|  |  |
| --- | --- |
| SURNAME:  | FORENAMES:  |
| TITLE: ADDRESS: | TELEPHONE NUMBERS:HOME:WORK: EMAIL ADDRESS:  |
| NATIONAL INSURANCE NUMBER: |

**REFERENCES**

Please give the details of **two** people who we can approach should you be made an offer of employment (one of whom should be from your current or most recent employer):

|  |  |  |
| --- | --- | --- |
| NAME & ADDRESS | ROLE & RELATIONSHIP  | TELEPHONE NO. |
|  |  |  |
|  |  |  |

**DISABILITY**

 DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY WHICH IS RELEVANT

 TO YOUR JOB APPLICATION?

If you have answered ‘YES’ – is there anything we should know about your requirements to offer you a fair selection, or to make reasonable adjustments to work arrangements: e.g. interpreter, parking facilities, or any other form of assistance (please specify):

**MOBILITY**

 DO YOU HAVE ACCESS TO A CAR?

 DO YOU HOLD A FULL CURRENT DRIVING LICENCE?

If you have answered NO to either of the above mobility question and you consider yourself to have a disability which is relevant to your job application, can you demonstrate that you can fulfill the mobility requirement of the post for which you are applying?

**EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE OF SCHOOL / COLLEGE ETC ATTENDED (from age 11) | FROM | TO | EXAMINATIONS PASSED OR OTHER QUALIFICATIONS ATTAINED |
|  |  |  |  |

 PLEASE STATE ANY ADDITIONAL QUALIFICATIONS, MEMBERSHIP OF PROFESSIONAL BODIES, OR ANY OTHER TRAINING UNDERTAKEN

**EMPLOYMENT HISTORY**

Relevant employment - including most recent employment. Please start with your present employer and work back. **Please include all periods of unemployment and any relevant voluntary work undertaken.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME, ADDRESS OF EMPLOYER | POSITION HELD AND MAIN RESPONSIBILITIES | SALARY | DATEFROM - TO | REASONSFOR LEAVING |
| .  |  |  |  |  |
|  ***Guidelines: Skills & General Information***Applicants are required to demonstrate specific experience, skills, and knowledge by way of personal and specific example on their application form. Using the job description and personal specification for the **Debt Advisor,** outline how your experience and knowledge fulfils both the essential and desirable criteria for this post.***CONTINUE ON ADDITIONAL SHEETS IF NECESSARY***In your answer, please focus on the specific requirements including: |
|  |

 **CANDIDATE DECLARATION (You must complete this section in full)**

**(Please provide additional information on a separate sheet if necessary)**

|  |
| --- |
| Candidates must disclose any information about their personal or professional life which in the view of CAAND could bring the CAAND service into disrepute should they be appointed, including:* removal from previous roles.
* findings or allegations of fraud, breach of trust or any other malpractice which may have implications for CAAND insurance.
* current or previous membership of organisations which may conflict with the aims, principles, and values of the CAAND service and
* behavior which might be seen to undermine public confidence and trust.

**You must detail any relevant information below or state that you have nothing relevant to declare:** |

Please be advised that if you are successful, the subsequent offer of the post is conditional on a satisfactory Access NI check.

Candidates that are selected for interview will also be subject to an identity check to ensure that they have the right to work in Northern Ireland.

*I declare that the information given in this application form is correct to the best of my knowledge and I understand that any offer of employment will be dependent on references being considered satisfactory.*

**SIGNATURE:**

**DATE:**

Completed applications should be emailed or sent to:

Derek.mcgregor@caand.co.uk or

Derek McGregor

Community Advice Ards and North Down

39 A Hamilton Road

Bangor

Co.Down

BT20 4LF

**The closing date for return of completed application forms is Friday 14th June 2024@12-00**