**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: 37 hours per week(full-time)**

**LOCATION: CAAND Holywood/Ards/Bangor**

**SALARY: £24,,294- £28,770 depending on experience**

**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? YES/NO

If you have answered ‘YES’ – is there anything we should know about your requirements in order 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? YES / NO

DO YOU HOLD A FULL CURRENT DRIVING LICENCE? YES / NO

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 | DATE  FROM - TO | REASONS  FOR 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 Post,** 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 detailed in the desirable and essential job specification, detailing how you fulfill these requirements: | | | | |
|  | | | | |

**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 to:

[Derek.mcgregor@caand.co.uk](mailto:Derek.mcgregor@caand.co.uk) or by post to;

Derek McGregor

Community Advice Ards and North Down

30 Frances Street

Newtownards

BT23 7DN

**The closing date for return of completed application forms is Friday 20th September 2024 @ 17-00**