



NORWICH & WEST NORFOLK CITIZENS ADVICE BUREAU

APPLICATION FORM
CONFIDENTIAL – Part 2 EXPERIENCE
(Please read the following notes before completing the form)

Post applied for:

Please ensure both sections of the application form are completed using black ink (typed or hand-written). You may print your own application form on a PC, provided you keep precisely to the existing format.

Candidates will be considered for short listing by the evidence they present on section two of the application form. The short-listing panel will be assessing candidates against the person specification outlined for the position.

You may attach additional A4 pages if necessary, ensuring they are clearly marked.

Please note – Do not submit a Curriculum Vitae. This will not be used by the Short-listing Panel.

For office use: **Application Reference Number**



INVESTOR IN PEOPLE

WORK EXPERIENCE:

Please outline paid and/or voluntary work and/or self employed and/or contracted work and/or other developmental experience, starting with the current or most recent work, accounting for any gaps in employment.

From/To	Name/Address of employer	Position held and brief outline of duties (state whether paid, voluntary, self-employed, or contracted)	Reasons for leaving

APPLYING YOUR SKILLS AND EXPERIENCE

Please expand on the skills and experience you have acquired to date, paying close attention to how this meets the requirements of the Job Description and Person Specification, giving examples for all Person Specification criteria that are to be assessed by 'Application.'

YOUR THOUGHTS ON THE ROLE

Use the space below to describe :

- a) how you will establish yourself in this role.**
- b) how you will develop the role.**

ADDITIONAL INFORMATION

Please add anything else in support of your application.

EDUCATION AND TRAINING

Further education: Please give details of any Colleges/Universities or Certificated (Accredited) Courses attended or Distance Learning, together with relevant qualifications gained.

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PROFESSIONAL QUALIFICATIONS

Please indicate awarding body and dates obtained. If member of professional body, please State membership number and grade of membership.

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SECONDARY EDUCATION

From/To	School	Examinations passed (with grades and dates)