

Guidance Notes for Applicants

Please complete your application and return it by post or e-mail (as a Word document) no later than the closing date referred to in the advert. If you return your application by e-mail there is no requirement to also send a hard copy in the post.

CVs will not be accepted as a substitute for the application form, unless stated in the advert.

The application form plays a key part in our recruitment and selection process. We use the information you provide about your skills, experience, career and education history to decide whether or not to invite you for an interview. It is important that you complete the application form as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying.

Information, experience, knowledge, skills and abilities

This is a key section of the application form which allows you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on an assessment of the evidence you provide against the requirements of the role as set out in the person specification. All points on the person specification will be scored, so it is important that you provide examples against them all. Remember to tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.

Please provide one example for each requirement. You should choose examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or result of your actions. Please try to limit your response to each criterion to a maximum of 200 words. Answers significantly over the word count may be disregarded.

Chief Executive Officer – Jo Carden

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A useful guide might be S.T.A.R:
Specific – give a specific example
Task – briefly describe the task/objective/problem
Action – tell us what you did
Results – describe what results were achieved

Please provide recent work examples wherever possible. Citizens Advice Brighton & Hove recognises that relevant skills, knowledge, and experience can be gained from areas other than employment, for example voluntary or unpaid work, school or college work, or family or home responsibilities, and are happy to see examples from all these areas.

Disability

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to take into account when we are considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and assumptions about suitability for the job will not be made based on information provided for reasonable adjustment at interview.

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that Citizens Advice Brighton & Hove does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Diversity Monitoring

Citizens Advice Brighton & Hove values diversity and promotes equality. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this we need to know about the diversity profile of people who apply for posts at Citizens Advice Brighton & Hove. By providing this

information online, separate from your application form, this guarantees the information is not associated with your application and cannot influence recruitment decisions. However, if you would prefer not to answer any of the questions we ask please still complete the question and select 'prefer not to say' as this helps us build useful statistical data.

Shortlisting outcomes

Shortlisted applicants will be invited for an interview. Some positions may require additional assessments (practical task/test or assessment centre) and further details will be provided if you are shortlisted.

References

All job offers are subject to the receipt of two satisfactory references: One must be from your current or most recent employer or line manager (if you are employed through an agency), or your course tutor if you have just left full time education. If there will be any difficulty providing this reference please speak to us to establish a suitable alternative. The other can be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the role. References will only be taken up for successful candidates following interview.

Criminal convictions

Anyone who applies to work within Citizens Advice Brighton & Hove will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily bar you from working for Citizens Advice Brighton & Hove – much will depend on the type of job you have applied for and the background and circumstances of your offence. However, we are not able to employ anyone with an unspent conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place. All other convictions will be considered on an individual basis. Disclosure and Barring Service checks are only requested where proportionate and relevant to the post concerned. If the post for which you are applying for requires a DBS check, this will be noted in the application pack. If you have any further questions about completing the application please refer to the job advert for the relevant person in the organisation to contact, or email recruitment@cabrightonhove.org