



## **Guidance notes for applicants**

### **Applying for a job with us**

**Important:** Please refer to the job advert for the application format we need. This will be either an application form or a curriculum vitae (CV). CVs should be submitted with a covering letter.

### **Applying with an application form**

The information you provide 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 give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying. These are found in the job pack.

The application form will be available to download from the website. For application Forms - Please limit your response to each criterion to a maximum of 200 words.

### **Applying with a CV with cover letter**

For CVs, the covering letter should be no longer than two A4 pages. Please refer to the job advert for the specific requirements needed

Your information can be submitted by emailing  
[julie.browne@citizensadvice.npt.org.uk](mailto:julie.browne@citizensadvice.npt.org.uk)

### **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.

**We value diversity, promote equality and challenge discrimination**

## **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 Swansea Neath Port Talbot does not hold a sponsor license and, therefore, cannot issue certificates of sponsorship under the points-based system.

## **Diversity Monitoring**

Citizens Advice Swansea Neath Port Talbot 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 Swansea Neath Port Talbot. This information is given in confidence for monitoring purposes only and is not seen by anyone responsible for making recruitment decisions. However, if you would prefer not to answer any of the questions we ask, please leave them blank.

## **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. It is important that you tailor your response to clearly demonstrate how you meet these requirements. No assumptions will be made about your achievements and abilities.

Please provide an 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.

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. However, do remember that relevant examples from other aspects of your life, for example: voluntary or unpaid work, school or college work, family or home responsibilities, can also be given.

**We value diversity, promote equality and challenge discrimination**

## **References**

All job offers are subject to the receipt of two satisfactory references: One should 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. The other should 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 Swansea Neath Port Talbot 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 Swansea Neath Port Talbot – 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 a 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 (DBS) disclosures are only requested where proportionate and relevant to the post concerned. If the post for which you are applying for requires a DBS disclosure, this will be noted in the application pack.