



APPLICATION TO BE A CAB WORKER

The Manager
 Wyre Forest Citizens Advice Bureau
 21-23 New Road
 Kidderminster
 DY10 1AF

CONFIDENTIAL

PLEASE READ THE ACCOMPANYING NOTES BEFORE YOU COMPLETE THIS FORM

Name
 Mr/Ms/Other (please state)

Address

Telephone Number

Date of Birth

Are you interested in any particular type of work?
 Eg advice work, administrative work

Describe any skills you have which could be useful for the work you wish to do. All sorts of skills and work experience are useful. These are some we have thought of – speaking and writing languages other than English, sign language, interviewing, dealing with people on the telephone, IT support, word processing, spreadsheet work, filing and general office help. You may think of others (Continue on a separate sheet if necessary)

We would like to know of any formal or informal community activities or voluntary work you have done.

We are interested in all sorts of different activities. Examples could be involvement in a tenant's association, trade union, family support group, claimants group, school, women's group, religious activities, anti-racist group, lesbians and gay men group, disability group and so on. (Continue on a separate sheet if necessary)

What do you think are some of the main problems facing your community? (Continue on a separate sheet if necessary)

What prompted you to apply?

- Advertisement (please state where)
- Vacancy Bulletin
- Other (please specify)

REFERENCES

Please give below the name and address of two people who are not related to you who can tell us about you.

Name: _____ Name: _____

Address: _____ Address: _____

We may wish to contact them before an interview. May we have your permission to do this? (Your application will not be affected if you say no) Yes No

Signature _____ Date _____

EQUAL OPPORTUNITIES MONITORING INFORMATION

The CAB Service aims to provide equal opportunities and fair treatment for all people applying to be bureau workers regardless of race, sex, disability or whether they are lesbians or gay men. The Service is also committed to ensuring that bureau workers reflect the community that they serve. In order to monitor the effectiveness of the Equal Opportunities Policies, we would be grateful if you would complete this monitoring form.

We assure you that

- The information provided will not form the basis of any part of recruitment and selection
- The information from the application form is confidential and will only be used for statistics
- Should you choose not to complete the questions below, this will not affect your application.

Please tick the appropriate answer

Sex

Female Male

Race

<input type="checkbox"/> White	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Black African	<input type="checkbox"/> Chinese
<input type="checkbox"/> Black Other	<input type="checkbox"/> Irish
<input type="checkbox"/> Indian	<input type="checkbox"/> Any Other Ethnic Group – Please Specify

Disability

Do you have a disability? Yes No

If Yes, are you Registered Disabled? Yes No

If Yes, please give registration number

Age

Date of Birth

Lesbians/Gay Men

The CAB Service has a specific equal opportunities policy for lesbians and gay men and is committed to positive action to implement the policy.

Due to the nature of the discrimination against lesbians and gay men the CAB Service decided, after extensive discussion, not to ask candidate questions about whether they are lesbian or gay. However, if there is anything you think important to inform us about in relation to lesbians and gay men please use the space below.