**NORTH BRISTOL ADVICE CENTRE**

**Application for the post of Money Advice Caseworker**

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| **Title \*MR/MS/MISS/MRS**  (\*please delete as appropriate) | **Address:** |
| **Surname:** |
| **Forename(s):** | **Telephone No:**  **Mobile No:**  **Email address:** |
| **Please tell us where you heard of the vacancy:** | |

**SIGNED:** ……………………………………………………… **DATE:** …………………………………… ***This section will be removed and will not be seen by the shortlisting panel.***

1. **Do you have recent experience of delivering specialist debt advice? YES/NO**
2. **a PRESENT OCCUPATION (paid or unpaid)**

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| --- | --- | --- | --- |
| **Employer** | **Position(s) held and**  **description of responsibilities** | | **Salary (if any)** |
|  |  | |  |
| **Dates:** | | **Notice Required:** | |

1. **b PREVIOUS OCCUPATIONS (paid or unpaid)**

*Please list any relevant work experience which you feel demonstrates your skills or experience*.

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| **Employer** | **Position** | **Dates** | **Reason for Leaving** |
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1. **PLEASE GIVE DETAILS OF ANY EDUCATION OR TRAINING**

(include date, qualifications and places of training, if relevant)

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| --- | --- | --- |
| **Dates** | **Place** | **Qualifications (if relevant)** |
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1. **What specialist debt advice experience do you have? Give details of where this experience was obtained. If you do not have experience of delivering debt advice, please tell us how your current skills and abilities would enable you to successfully train as a debt adviser.**

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1. **What experience do you have of working to Key Performance Indicators (targets) and how do you work to achieve them?**

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1. **Referring to the ‘Skills & Abilities’ section in the Person Specification give details of your skills and abilities relevant to this post, giving examples where appropriate.**

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1. **Please give any further information you feel will support your application, including why you are applying for this post.**

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**Do you consider yourself to be a disabled person? YES/NO**

**Do you have any access requirements we should meet**

**to offer you a fair interview? YES/NO** (eg. wheelchair access, BSL interpretation etc. Please give details)

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**Please provide the Names and Addresses of two people who could give you a reference** (one must be a previous employer, tutor, or other professional person)

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| **Name:** ……………………………………………. **Address:** …………………………………………….. ………………………………………………………… ………………………………………………………… **Telephone Number:** ………………………………… **Email address:** ………………………………… **Position:** …………………………………………... | **Name:** ……………………………………………. **Address:** …………………………………………….. ………………………………………………………… ………………………………………………………… **Telephone Number:** ………………………………… **Email address:** ………………………………… **Position:** …………………………………………... |

**Can we take up these references before interview? YES/NO**

**PLEASE RETURN TO:**

North Bristol Advice Centre,

2 Gainsborough Square, Lockleaze, Bristol, BS7 9XA

team@northbristoladvice.org.uk

**Closing Date:** 2nd December 2022