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|  | <b>DRUMCHAPEL MONEY ADVICE CENTRE</b><br><b>Application for Employment</b><br><b>Private and Confidential</b> |  |
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Drumchapel Money Advice Centre (DMAC) strives at all times to be an equal opportunities employer. DMAC welcome applications from all sections of the community regardless of gender, marital status, race, colour, nationality, age, religion or religious belief, ethnic origin, sexual orientation, or disability.

The information provided within your application form will be processed in accordance with up-to-date Data Protection legislation.

The information recorded on this form will be treated in the strictest of confidence and used solely for the purposes of the recruitment process. For the successful candidate it will be retained on their personnel file for the duration of their employment with DMAC. Thank you for your interest in DMAC.

**PROJECT: MONEY ADVICE**  
**POSITION: ADVISOR**

|          |  |  |    |
|----------|--|--|----|
| <b>1</b> | <b>Candidate details:</b>                    |  |    |
| Surname: | Forename:                                    |  |    |
| Address: | Home Tel:                                    |  |    |
|          | Mobile:                                      |  |    |
|          | Business:                                    |  |    |
|          | Can we contact you at work? Yes              |  | No |
| E-mail:  | Where did you see the post advertised? ..... |  |    |

|   |   |                |                 |  |
|---|---|----------------|-----------------|--|
| <b>2</b>  | <b>Your present or most recent employer</b> |                |                 |  |
| Your employer's name and address  | Date started                                | Present salary | Notice required |  |
|   |   |                |                 |  |
| <i><b>If this is your most recent employer, please give the date you left your last position and the reason you left.</b></i> |   |                |                 |  |

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| <b>3</b>  | <b>Present or most recent position</b> |
| Please give details of your present or most recent position, including your job title, duties and respons |  |

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| <b>4</b> | <b>Previous employment</b> |
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Please list in order all your previous employers, with the most recent employer first. Please use more sheets if necessary, making sure that your name (surname and initials) is on any separate sheets you use.

| Dates |    | Name and address of employer | Position held (briefly describe the type of work carried out, duties and responsibilities) | Reason for leaving |
|-------|----|------------------------------|--|--------------------|
| From  | To |                              |  |                    |
|       |    |                              |  |                    |

|          |   |
|----------|---|
| <b>5</b> | <b>Education (beginning with the most recent)</b> |
|----------|---|

| Dates | Institution Name | Qualification | Grade |
|-------|------------------|---------------|-------|
|       |                  |               |       |

|          |  |
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| <b>6</b> | <b>Membership of professional bodies</b> |
|----------|--|

| Date Joined | Professional Body | Category of Membership |
|-------------|-------------------|------------------------|
|             |                   |                        |

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| 7 | Additional Qualifications |
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| Date completed | Course | Brief Description<br>Topics covered |
|----------------|--------|-------------------------------------|
|                |        |                                     |

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| 8 | Confirmation of qualifications |
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We will ask you to bring your original qualifications and institute membership certificated to the interview will require to examine and copy these before we can offer you a position. If, for any good reason, you bring your original documents to interview and you are successful, we will ask you to produce original certificates of qualifications and institute membership before we can offer you an appointment.

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| 9 | Driving Licence |
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|---|-------------|-----|----|
| Do you hold a current driving licence? (Please tick the appropriate box.) If 'yes', please tell us the type of licence. |             | Yes | No |
| Full  | Provisional |     |    |
| Does your licence have penalty point endorsements?<br>'yes', please give details.                                       | Yes         | No  |    |
| Do you have access to a car for work purposes?  | Yes         | No  |    |

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| 10 | References |
|----|------------|

Any offers of employment with DMAC are conditional upon receipt of satisfactory references. Please provide details of two referees covering your last 5 years of employment, both of whom must know you in a professional situation (including your current or last line manager). If you have not been employed during this time, please provide details of where a character reference can be obtained.

| Name | Organisation and Address | Position, title and relationship to you | Contact numbers       |
|------|--------------------------|---|-----------------------|
|      |                          |   | Phone:<br><br>E-mail: |

|  |  |  |         |
|--|--|--|---------|
|  |  |  | Phone:  |
|  |  |  | E-mail: |

|    |            |
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| 11 | Disability |
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We are committed to being an Equal Opportunities Employer and do not discriminate in any way.

If you consider yourself to have a disability, are there any arrangements that we can make to assist/a you, if you are called to interview? Please give details below.

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| 12 | Right to Work in the United Kingdom |
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All employees must be able to demonstrate that they are legally entitled to work in the United Kingdom. In order to apply for employment with DMAC you must declare that you have the right to work in the UK and that, if successful, you will be able to provide the necessary documentation. By completing this application form, you are declaring that you are legally entitled to work in the UK.

Please select the statement below that applies to you:

- I confirm that I have the right to work in the UK without restriction.
- I confirm that I have the right to work in the UK until \_\_\_\_\_ and hold the appropriate Visa documentation to confirm this. I have no restrictions or limitations on my Visa.
- I confirm that I have the right to work in the UK until \_\_\_\_\_ and I hold the appropriate Visa documentation to confirm this. I am restricted to (please detail any restrictions or limitations on working in the UK):

.....  
 .....  
 .....

|    |                                 |
|----|---------------------------------|
| 13 | Experience Skills and Knowledge |
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We want to compare your experience, skills and knowledge with the requirements of the post. You should therefore, refer to the Job Description and Specification to **demonstrate and evidence** how you satisfy the requirements of the post. This evidence does not have to be from paid work, but can be from other experience.

Please use more information sheets if necessary, making sure that your name (surname and initials) is on any sheets you use.

|   |                    |
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| 14  | <b>Declaration</b> |
| <p>I confirm that all the details I have given on this form are correct as far as I know. I know that if I am employed and it is found that the information I have given is not true or that I have withheld information, you may terminate my employment without notice. I agree that should I be successful, if the Enhanced Disclosure Form is not to the satisfaction of DMAC, any offer of employment may be withdrawn or service terminated with immediate effect.</p> <p>I understand that due to the nature of the work of Drumchapel Money Advice Centre, you must take great care to check everyone who gains a position. I give you permission to check my details against information held by you and you have to make sure I am suitable for the job I have applied for.</p> <p>I agree to you and your agents processing any information I provide to recruit staff, set up and process employment records, monitor the effectiveness of your equal opportunities policy and carry out your legal duties in your own interests.</p> <p>Signature: ..... Date: ...../...../.....</p> |                    |

**Please return completed application to:**

Drumchapel Money Advice Centre  
Unit 1, Ladyloan Place  
Glasgow  
G15 8LB

Or via Email – [admin@d-mac.org.uk](mailto:admin@d-mac.org.uk)

Please mark your envelope **Private and Confidential**.