

# WEST DUNBARTONSHIRE CITIZENS ADVICE BUREAU

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## RECRUITMENT PACK

- 1. Covering Letter**
- 2. Background Information**
- 3. Personal Details Form**
- 4. Privacy Statement**
- 5. Equal opportunities monitoring form**

# INFORMATION TO APPLICANTS

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Citizens Advice Bureaux are the major providers of holistic information, advice and assistance, operating from 230 service points that cover Scotland from the islands to the City Centres.

The Bureaux are staffed by trained volunteer advisers under the supervision of the manager and provide responses to clients' enquiries covering the whole range of social issues. Despite being a generalist service, most enquiries are concerned with matters related to problems of poverty and deprivation.

All bureaux are members of Citizens Advice Scotland (the Scottish Association of CABx), and as such must meet specific conditions of membership related to standards of service and other matters. The Association receives financial support from central government through the Department for Business Innovation Skills.

West Dunbartonshire Citizens Advice Bureau is wholly independent and receives its core funding from West Dunbartonshire Council. WDCAB is an autonomous body under the control of a local Board of Directors. These consist of representatives of local statutory and volunteer agencies, elected members of the public, and staff representatives.

WDCAB is based in Dumbarton. In total, we have currently have approximately 15 paid staff and 22 volunteers. All our volunteers and staff members undergo an intensive training and mentoring programme.

We deal with enquiries which cover a wide range of social welfare issues, and clients expect high quality advice and assistance (including representation at tribunals and in Court when appropriate) on what are, at times, highly complex matters. The main enquiries at the present time relate to problems with welfare benefits and money; employment; goods and services; housing; and family and personal situations.

Applicants should be under no illusion about the extent of hard work and pressure involved in working for the CAB. These posts demand a high level of commitment.

## NOTES FOR APPLICANTS ON COMPLETING THE APPLICATION FORM

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- Please do not send in your CV.
- One of your referees should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or purely personal friend.
- The enclosed person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will only consider the information contained in your application form and will assess this against the person specification.
- The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you use the space provided to demonstrate how you meet the requirements. Paid and voluntary work are not the only experiences worth quoting. Other life experiences and skills may be just as valid.
- If you are shortlisted for interview, the selection panel will ask you questions based on the person specification, which will cover the areas in more detail.

# SECTIONS

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# CANDIDATE DETAILS

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Please complete your details below:

Title	
Full name	
Previous name(s) if applicable (please include dates)	
Address	
Email address	
Contact telephone number	
Role applied for	
Where did you see the job advertised?	

## GENERAL DATA PROTECTION REGULATION

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West Dunbartonshire Citizens Advice Bureau is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Our 'Privacy Notice for Job Applicants' sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant, how we use that information, how long we keep it for and other relevant information about your data. It is important that you read this notice so that you are aware of how and why we are using your data. Please check the box below to confirm that you have done so.

**I confirm that I have read, understood and agree to the Privacy Notice for Job Applicants.**

# REFERENCES

Any offers of employment with West Dunbartonshire Citizens Advice Bureau are conditional upon receipt of

satisfactory references. Please provide below the names and contact details of at least two referees covering your last 5 years of employment (include additional boxes if necessary).

If you have been in full-time education during this time, please provide details of where an academic reference can be obtained.

For each reference, please detail the following information:

## REFEREE 1

Name of referee	
Job title of referee	
Organisation	
Address	
Email Address	
Contact Telephone Number	
Dates employed	

## REFEREE 2

Name of referee	
Job title of referee	
Organisation	
Address	
Email Address	
Contact Telephone Number	
Dates employed	

Please note that we will not contact any referees until an offer of employment has been made and your authorisation has been obtained.

# EMPLOYMENT HISTORY

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**Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards. Please explain any employment breaks.**

Name, full address & telephone number of employer	
Job title	
Dates employed: from (MM/YY) to (MM/YY)	
Final salary	
Notice period (if applicable)	
Reason for leaving	

**Please give a brief outline of your main responsibilities and achievements:**

Name, full address & telephone number of employer	
Job title	
Dates employed: from (MM/YY) to (MM/YY)	
Final salary	
Notice period (if applicable)	
Reason for leaving	

Please give a brief outline of your main responsibilities and achievements:

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Name, full address & telephone number of employer	
Job title	
Dates employed: from (MM/YY) to (MM/YY)	
Final salary	
Notice period (if applicable)	
Reason for leaving	

Please give a brief outline of your main responsibilities and achievements:

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If you have had any breaks in your employment (for example family commitments, travel and periods of unemployment) please give the dates to and from and a full explanation.

Dates	Reason for break

# QUALIFICATIONS

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Please give details of your qualifications below, beginning with the most recent.

## EDUCATION:

Dates	Institution name	Qualification	Grade

## MEMBERSHIP OF PROFESSIONAL BODIES:

Date joined	Professional body	Category of membership

## ADDITIONAL QUALIFICATIONS:

Date completed	Course	Brief description



# PERSONAL STATEMENT

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In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description, please provide examples demonstrating what experience, skills and qualities you would bring to this job.

# DECLARATION

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I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal and is likely to constitute a criminal offence.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

Please return completed application (preferably by email) by 12pm on the closing date to:-

**natalie@wdcab.co.uk**

If returning by post, please mark envelope 'Private & Confidential - Job Application' and send to:

**Natalie Roger  
Service Development Manager  
West Dunbartonshire Citizens Advice Bureau  
179 High Street  
Dumbarton  
G82 1NW**

West Dunbartonshire Citizens Advice Bureau is committed to equal opportunities both in service provision and employment.

Charity Number: SCO02558  
Charity Name: West Dunbartonshire Citizens Advice Bureau

# PRIVACY NOTICE FOR JOB APPLICANTS

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West Dunbartonshire CAB is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with the GDPR, the types of data that we will collect and hold on you as a job applicant. It also sets out how we will use that information, how long we keep it for and other relevant information about your data.

It is important that you read this notice so that you are aware of how and why we are using your data.

This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

## Data controller details

West Dunbartonshire CAB is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: Natalie Roger, West Dunbartonshire Citizens Advice Bureau, 179 High Street, Dumbarton, G82 1NW

## Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect it only for reasons that we find proper for the purposes of making recruitment and selection decisions and for ensuring that our equal opportunities obligations are met
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep it only for as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have not consented to (as appropriate)
- process it in a way that ensures it will not be lost or accidentally destroyed

## Types of data we process

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will hold the following types of data about you, during the recruitment and selection process:

- your personal details including your name, title, address, personal email address, personal phone numbers
- whether or not you have a disability, in order that we can make suitable adjustments to our recruitment and selection processes
- information included on your application form, including references, education history and employment history
- information used for equal opportunities monitoring purposes, which will be held separately from any other documentation provided by you and which will not be attributable to you
- documentation relating to your right to work in the UK

# HOW WE COLLECT YOUR DATA

We collect data about you in a variety of ways, this will include the information you would normally provide in an application form or a job application cover letter, or notes made by our recruitment panel during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and emergency contact details. Other details may be collected directly from you in the form of official documentation such as your passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as from former employers when gathering references.

Personal data is kept in personnel files and IT System within the West Dunbartonshire Citizens Advice Bureau.

# WHY WE PROCESS YOUR DATA

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your personal data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of West Dunbartonshire CAB. We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs dealing with legal claims made against us

If you are unsuccessful in obtaining employment, we may seek your consent to retain your data in case the outcome of the recruitment process changes or other suitable job vacancies arise at West Dunbartonshire CAB for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for doing so.

# SPECIAL CATEGORIES OF DATA

There are "special categories" of more sensitive personal data which require a higher level of protection. Special categories of data are data relating to:

- information about your health, including any medical conditions
- information about your sex life or sexual orientation

- information about your race, ethnicity, religious beliefs or political opinions
- information about trade union membership
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring
- in order to make appropriate adjustments to the recruitment and selection process if you have a disability

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

## **CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us to do so. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data to determine your suitability for the post and to provide a safeguard for our clients and volunteers.

## **IF YOU DO NOT PROVIDE YOUR DATA TO US**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, if you do not provide it we may not be able to process your application.

## **SHARING YOUR DATA**

Your data will be shared with colleagues within West Dunbartonshire CAB where it is necessary for them to undertake their duties with regard to recruitment and selection. This includes, for example, trustees from our Board of Directors, the Bureau Manager, any other individuals who are involved in screening your application and interviewing you.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process. We may also share your data with Disclosure Scotland, if criminal record checks are required for the post in question.

We do not share your data with bodies outside of the European Economic Area.

# PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. Data is held in locked filing cabinet in the CEO's office.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

## DATA RETENTION / HOW LONG WE KEEP YOUR DATA FOR

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful, we will keep your data for three months after the recruitment exercise ends. If you have consented to our retaining your data in case future vacancies arise, we will keep it for a maximum of six months.

At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

## AUTOMATED DECISION MAKING

No decision about you, which may have a significant impact on you, will be made solely on the basis of automated decision making - i.e. where a decision is taken about you using an electronic system without human involvement.

## YOUR RIGHTS IN RELATION TO YOUR DATA

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- The right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- The right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request.
- The right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- The right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- The right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- The right to portability. You may transfer the data that we hold on you for your own purposes.
- The right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.
- The right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Joe McCormack, CEO.

## **MAKING A COMPLAINT**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

# EQUALITY AND DIVERSITY MONITORING FORM

Completing this form will help West Dunbartonshire Citizens Advice Bureau monitor equality and diversity statistics. This information is not part of your application and will not be used in any part of the selection process. The information will be stored anonymously and confidentially.

Please do not put your name anywhere on this form. Return it separate from your other application documents by emailing it to: [natalie@wdcab.co.uk](mailto:natalie@wdcab.co.uk)

## Position applying for:

### Gender

Which one of the following best describes your gender?

- Male
  - Female
  - Prefer not to say
  - Prefer to self-describe:
- 

### Gender Identity

Is your gender identity the same as the sex you were assigned at birth?

- Yes
- No
- Prefer not to say

### Sexual Orientation

Which of the following best describes your sexual orientation?

- Bisexual
  - Gay man
  - Gay Woman / Lesbian
  - Heterosexual / Straight
  - Prefer not to say
  - Prefer to self-describe:
-



## Disability

**Do you consider yourself to be disabled?**

- Yes
- No
- Prefer not to say

## Age

- 16-24                       25-34                       35-44
- 45-54                       55-65                       65+
- Prefer not to say

## Ethnicity

**Please tick the box for the group to which you perceive you belong:**

- Arab
- Asian/Asian British: Indian
- Asian/Asian British: Pakistani
- Asian/Asian British: Bangladeshi
- Asian/Asian British: Chinese
- Other Asian:
- 

- Black/Black British: African
- Black/Black British: Caribbean
- Other Black/Black British:
- 

- Mixed: White and Black Caribbean
- Mixed: White and Black African
- Mixed: White and Asian
- Other Mixed:
-

- White: British
  - White: Irish
  - White: Gypsy or Irish Traveller
  - Other White:
- 

Any other ethnic group:

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Prefer not to say

## Religion and Belief

- Buddhist
  - Christian
  - Hindu
  - Jewish
  - Muslim
  - Non-religious
  - Sikh
  - Prefer not to say
  - Other religion or belief:
- 

## Caring Responsibilities

Do you have any caring responsibilities? (please tick all that apply)

- None
- Primary carer of a child or children (under 18 years)
- Primary carer of a disabled child or children
- Primary carer or assistant for a disabled adult (18 years and over)
- Primary carer or assistant for an older person or people (65 years and over)
- Secondary carer (another person carries out main caring role)
- Prefer not to say