

Friday, May 09, 2025

Dear Applicant

Application for the post of Generalist Adviser

Thank you for your interest in applying for the post of Generalist Adviser at Citizens Advice Bromley.

Please visit our website by clicking [here](#) for a job pack including job description and person specification, an application form together with a diversity monitoring form and guidance notes for applicants.

Alternatively use the QR code below to see our website including our current Impact Report.



PLEASE NOTE THAT CV's will not be accepted.

Please complete the application form making it clear how your skills and experience make you the best person for the job. Please pay careful attention to the instructions in the guidance notes attached.

The application form 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 complete the application form as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying.**

The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our 'legitimate interest' under data protection law. It will only be seen by staff involved in the recruitment process and will be stored securely.

If you are recruited, we will retain your contact information in order to involve and support you.

We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information will have access to it.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, customers/clients, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment or take disciplinary action if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role.

All use of applicant's information will be relevant to their involvement, and may include:

- Contacting applicants when necessary
- Making reasonable adjustments to improve accessibility
- Monitoring statistical details of our applicants
- Providing ongoing support to applicants
- Addressing problems or complaints

You have legal rights over your data, including access to it, and the right to ask that it is corrected, restricted or deleted. There is more information on these rights on the Information Commissioner's Office website: www.ico.org.uk

Please feel free to email your application to recruitment@citizensadvicebromley.org.uk

The closing date for applications is Friday 23rd May at 5pm. Interviews will take place on Thursday 29th May 2025

We look forward to receiving your completed application.

Yours sincerely

Lorraine Whittaker

Lorraine Whittaker
Chief Executive Officer

Chief Executive: Loraine Whittaker

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