

Application Form

PRIVATE & CONFIDENTIAL

Please complete in black ink or typescript.

Please note that all information disclosed is held in accordance with the General Data Protection Regulations.

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| Position Applied For: | | | | | | |
| PERSONAL INFORMATION First Name/s Surname/Family Name Title | | | | | | |
| Address  Post Code | | | | | | |
| Telephone: Landline | | | | Mobile | | |
| E-mail address: | | | | | | |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? | | | | | | |
| National Insurance Number: | | | | | | |
| Where did you see this post advertised? | | | | | | |
| If you have a disability, do you require any reasonable adjustments to be made during the recruitment process? | | | | | | |
| Name, address and telephone numbers of **two** referees are required. One should be your present or most recent manager or a tutor. Please indicate in what capacity you know each referee. Partners and family members are **NOT** acceptable.  References only sought when provisional offer made. | | | | | | |
| **1**  Name:  Email:  Address:  Telephone:  Relationship to Applicant: | | **2**  Name:  Email:  Address:  Telephone:  Relationship to Applicant: | | | | |
| APPLICATION FOR EMPLOYMENT Employment History in the last 10 years (chronological order – latest first) | | | | | | |
| **Name & Address of Employer** | **Starting Date** | | **Leaving Date** | | **Position held and duties** | **Salary and reason for leaving** |
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| When could you take up the appointment? | | | | | | |
| **EDUCATION/TRAINING**  (Please note, we will require evidence of relevant qualifications) | | | | | | |
| **Name & Address of School/college/University/Training Provider** | **From** | | To | | **Qualifications Achieved /Course Attended** | |
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| Please continue on a separate sheet if required | | | | | | |
| Ensure you address the criteria on the Personal Specification in your answers and demonstrate that you have the skills, knowledge and experience required.    Please give your reasons for applying for this post and the skills, knowledge, experience and personal attributes you feel you would bring to it.    Please continue on a separate sheet if required | | | | | | |
| Please continue on a separate sheet if required | | | | | | |
| **Please explain briefly your understanding of Equal Opportunities and Diversity**  Please continue on a separate sheet if required | | | | | | |
| **Please tell us about any other relevant information that may relate to the post you are applying for**  Please continue on a separate sheet if required | | | | | | |
| **Please give details of any Professional Bodies with which you have membership**  Please continue on a separate sheet if required | | | | | | |
| Rehabilitation of Offenders Act 1974 Please note: This post is regarded as exempt under the Rehabilitation of Offenders Act 1974. You are therefore required to declare here whether or not you have any criminal convictions even if they would otherwise be regarded as spent. If you do not have any convictions, please write **NONE**.  Please declare any unspent convictions (or all convictions if the post is exempt) on a separate sheet and tick this box if doing so | | | | | | |
| Rehabilitation of Offenders Act 1974  If the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced Disclosure from the Disclosure and Barring Service and need to have information from you regarding any previous, existing or pending convictions or cautions. The advert and/or job description will state that the job is exempt from the Rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered ‘spent’. Please answer Q1 and Q2.  1. Have you ever been cautioned or convicted of a criminal offence? YES NO  2. Have you ever been disqualified from working with vulnerable adults? YES NO  You may be asked to provide details to the panel if selected for interview.  If you do not disclose any criminal convictions or caution, including those ‘spent’, it could result in withdrawal of the job offer, dismissal or disciplinary action by the organisation.  Possession of a conviction or caution will not necessarily mean that you would not be appointed; each case is considered on its merits.  I will declare to the organisation, if appointed, my intention to continue to work for another employer or on a self-employed bases (under the Working Time Directive) | | | | | | |

I hereby declare to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.

Signed: Dated:

**NOTE**:

Any false statement within this application regarding qualification or experience will result in disqualification.

Please return the completed form, in confidence for the attention of Fiona Hill

Email: [fhill@h4all.org.uk](mailto:fhill@h4all.org.uk)