**Application Form and Guidance for Applicants**

**Guidance on completing your application form**

Your application form plays a key part in deciding whether or not you are invited to an interview. The shortlisting panel will measure it against the person specification and or job/role description, and decide who to interview based on the information you provide on your form. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided as CV’s will not be accepted.

We are committed to safeguarding and promoting the welfare of children, young people and adults are expecting all staff and volunteers to share this commitment. If you are applying for posts within the organisation that may bring you into direct or indirect contact with vulnerable groups, including children, you must ensure that you include on your application a full education/ employment/ training history from when you left school. We will require you to account for any gaps or anomalies in your application.

Points to remember:

* Take your time and complete the form as fully and as accurately as you can.
* Make sure that you have read through the person specification, job description and advertisement carefully, and ensure that you tailor your application form to these.
* Don’t leave our any relevant experience, skills or knowledge that you have – however you gained it.
* If you complete the application form by hand, rather than typing it, make sure that it is very clear and legible. Use BLOCK CAPITALS if your writing is hard to read.
* Please do not send your CV, it will not be accepted.
* You should complete all sections in black ink or electronically.

**Application & Self Declaration Forms**

|  |  |
| --- | --- |
| Title of position/role applied for |  |
| Job reference number |  |

**Section A**

**About you**

|  |  |
| --- | --- |
| Family Name (e.g. Surname) | Surname at birth/previous surnames |
| Forename(s) | Preferred name |
| Title (e.g. Mr, Ms, Mrs, Miss, Dr) |  |
| Current Address | Post code |
| Email address (If applicable) |  |
| Telephone numbers | Home: |
|  | Work: |
|  | Mobile: |
| Do you have a driving licence?  If YES driving licence number and category | YES NO |

**Employment History**

|  |  |
| --- | --- |
| Current/Last employer’s name |  |
| Position held |  |
| Name and Job title of your manager |  |
| Position held from: | To: |
| Reason For leaving |  |
| Brief outline of duties |  |

**Previous Employment (most recent first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of previous employer(s) | Position held | From | To | Brief description of duties | Reason for leaving |
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**Voluntary or unpaid work**

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of organisations for who you have volunteered | Position held and name of manager if current | From | To | Brief description of duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Gaps in Employment**

Please tell us about any gaps in your employment history. Please not you may be asked about these at the interview.

|  |  |  |
| --- | --- | --- |
| From | To |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Qualifications and Professional Membership**

Only complete this section if you have qualifications and/or membership of a professional body that is/are relevant to the post. You should include details of any equivalent overseas qualifications. Please note the original certificates may need to be produced.

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| --- | --- | --- | --- | --- |
| School/College/University | From | To | Qualifications gained | Level & Grade |
|  |  |  |  |  |
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| --- | --- | --- | --- |
| Professional body | Membership number | Membership status | Since |
|  |  |  |  |

**Supporting Statement**

The Supporting statement gives you an opportunity to tell us more about yourself and your suitability for the role.

Please tells us how you meet the requirements listed in the person specification. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience.

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**References**

Please provide names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner will not be accepted. If you have not been previously employed, a suitable character reference must be used.

If the post you are applying to involves work with vulnerable groups, including children and you have worked in these sectors previously. One reference must be able to make reference to your work with vulnerable groups, including children. Where possible, references will be checked and verified before any candidate is invited to interview.

Reference will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee and so that they can expect our request.

|  |  |
| --- | --- |
| Referee 1: |  |
| Name |  |
| Relationship to you |  |
| Position held |  |
| Organisation |  |
| Address and Post Code |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Referee 2: |  |
| Name |  |
| Relationship to you |  |
| Position held |  |
| Organisation |  |
| Address and Post Code |  |
| Telephone number |  |
| Email address |  |

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| **Criminal Records Check** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation |
|  |

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| --- |
| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. |
|  |
| **Declarations** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).  I have read and consent to my personal data, as detail above, being held and utilised by the Company for the purposes stated. |
| **Signed:** |
|  |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. |

**Returning this application form**

**Returning this application form**

Return your completed application and self-declaration form to (insert details of name and address of where the form should be returned) by 5.00pm on the closing date. Email applications are acceptable but you will be asked to sign the declaration if you are invited for interview. Late applications will not normally be considered.