

INTEGRATE



Please read the job description and person specification before you fill in the form.
Please send completed form to applications@integrateuk.org

Part One – Personal Details

Title:	
First Name:	
Surname (family name):	
Address & Postcode:	
Email Address:	
Mobile:	
Home Telephone (if applicable):	
Role you are applying for:	

The Immigration, Asylum and Nationality Act 2006 requires employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions. Under the Act we are required to check your eligibility to work in the UK **before** you start work. We therefore ask all candidates to bring proof of their right to work to interview and a copy will be taken.

Do you have the right to work in the UK? Yes No

Do you consider yourself to have a disability? This question is optional. Yes No Prefer Not To Say

If you do have a disability or health condition, and require adjustments to attend interview, please give details below.

If successful, when could you start working with us?

Part Two – Employment History

Please give details of **ALL** full and part time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.

Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY** (continue on a separate sheet if necessary)

Type of experience/job title	Name & Address of employer	Reason for leaving	Dates	
			From	To

Part Three – In Service Training

Please give any previous in work or professional training undertaken in the last 3 years as a participant or course leader

Dates & Duration	Titles of course/training	Name of Provider	Qualification (if any)

Part Four – Education

Please list your education, training and professional qualifications.

From (MM/YY)	To (MM/YY)	Qualification and place of study (school, college or university)	Qualifications (gained with grades or for which you're studying)

Part Five – Information in support of your application

Using a maximum of **1500** words, please describe how you meet the job criteria set out in the person specification listing your skills and experiences that relate to each criteria and grouping your responses under the relevant headings.

Make sure that you include all relevant skills and knowledge - this may have been gained from your current or previous jobs, from voluntary work or from working in the home or in the community. Give specific examples wherever possible:

Part Six – References

Please give names and addresses of two referees. One should be your current employer or main tutor. Your referees must be able to comment on your ability to do the job for which you are applying.

Referee 1		Referee 2	
Name:		Name:	
Organisation:		Organisation:	
Position held:		Position held:	
Relationship to you:		Relationship to you:	
Phone number:		Phone number:	
Email:		Email:	
May we take up references before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No	May we take up references before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part Six – Declaration

I declare that to the best of my knowledge the information provided on this form is true and complete. I understand that any wilful misstatement or omission may make an offer of employment at Integrate UK invalid or lead to the termination of employment.

I give consent to hold personal and personal sensitive data about me in order to process my application.

I understand that Integrate UK will keep my application on file for six months after the closing date, regardless of the outcome and the data in this application will be processed in line with their Privacy Notice (which can be found at www.integrateuk.org) and Integrate UK Data Protection Policy. I understand that I can ask to see this data via a subject access request and that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

Signed:	Date:
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