

Job Application Form

The first section of this job application which contains your personal details will be removed before the short listing process.

If you are completing this application form by hand, please use black ink and ensure your hand writing is legible.

Post Applied For

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## **Personal Details**

1. **Full Name**: **Preferred name:**

**2. Address: Tel.No (Work)**

 **Tel. No (Home)**

 **Mobile No**

 **E-mail**

May we contact you at work if necessary? Yes / No (*delete as appropriate*)

**3.** **Reasonable Adjustments**

* If you have or have had a disability or health problem that affect your ability to carry out this role according to the job details, please outline any reasonable adjustments that we could make to the job application process that would enable you to compete for it fairly.

**4. References**

Please provide the names of two referees, one of which should be your current or last employer.

Referee 1: Referee 2:

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address:

 Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position or Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Rehabilitation of Offenders**

The Rehabilitation of Offenders Act obliges persons following professions in certain occupational groups to disclose all convictions. Failure to disclose such information can lead to dismissal from employment.

Do you have any criminal convictions? Yes/No (delete as appropriate)

If yes, please give details below.

**6. Eligibility to work in the UK**

In order to comply with the requirements of the Asylum & Immigration Act 1996, we ask that you provide documentary evidence of your eligibility to work in the United Kingdom. This evidence will consist of either

* Your passport
* or full birth certificate
* or a permit from the Home Office if not a UK national

Plus one of the following:

* P45
* P60
* National Insurance document
* Or document from the Home Office granting indefinite residency within the United Kingdom.

If invited for interview, please bring original copies of the above with you. These will be photocopied and returned to you at the same time.

I certify that the details contained in this application are correct.

If you are not successful on this occasion, TCF would like to keep your contact data and application on file for 12 months in case any other similar or suitable vacancies occur.

Please tick this box if you are happy for TCF to retain this form for 12 months:

Signed ........................................ Date ............................

False or misleading information on this form will disqualify you from appointment, or if appointed will render you liable to dismissal without notice. Appointment of applicants will be subject to a probationary period and satisfactory references.

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**Additional Information**

10. If successful, when are you available to start work?

11. If currently employed, how much notice are you required to give?

***PLEASE LEAVE THIS PAGE BLANK***

**7. Education & Training**

For safeguarding reason, we need a **continuous record** (with no gaps) of education and training.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name/Type of Establishment | Qualifications |
|  |  |  |  |

8. Please list other training days or courses that you have attended, specifying the length of the course/training, dates, contents, qualifications if appropriate and who training provider.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name/Type of Establishment | Qualifications |
|  |  |  |  |

**(The following section only of this application form will be presented to the Recruitment Panel and used to select candidates for interviewing)**

**9. Current and Previous Paid and Voluntary Experience**

For safeguarding reason, we need a **continuous record** (with no gaps) of current and previous paid and voluntary experience. Please start with your current or last employer and provide a continuous record including any period of unemployment.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Dates | Title of Post, Duties and Responsibilities | Salary andReason forLeaving |
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**Personal Statement**

Using the person specification provided, please us this section of your application to demonstrate how you meet the requirements of the post. You should aim to cover in that statement the points listed in the person specification. The recruitment panel will judge applications against this specification when deciding whether to invite you to interview.

Please do not exceed 3 sides of A4 in font size 12 in your answer to this section.

**Please note that CVs (Curriculum Vitae) will not be accepted and do not go in front of a shortlist panel.**