**CONFIDENTIAL**

**Application Form**

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| **For the post of** |  |
| **Location** |  | **Reference** |  |
| **Where did you see this vacancy advertised?** |  |

Selection for interview will be made only from application forms that have been completed

in full and returned by the advertised closing date. CVs will not be taken into account and therefore are not required.

Please return your completed form to the email address detailed in the Job Advert

Brook is committed to equal opportunities at all stages of the recruitment process. If you have difficulty in completing this application form, it can be completed by another person but it must be signed by you and made clear that it has been completed on your behalf.

**Section 1: Personal details**

|  |  |
| --- | --- |
| **Surname** |  |
| **First name(s)** |  |
| **Home address** |  |
| **Postcode** |  |
| **Email** |  |
| **Mobile number** |  |
| **Home telephone number** |  |
| **National Insurance number** |  |

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| *Please delete as appropriate* |
| **Are you eligible to work in the UK?** In accordance with the amendment to the Immigration, Asylum, and Nationality Act 2006, effective 29 February 2008, you are required to provide proof of the Right to Work in the UK. | **Yes / No** |
| **Are you related to or partner of any employee of Brook, its Board or Commissioners? If yes, please give details below** | **Yes / No** |
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**Section 2: Other employment**

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| *Please delete as appropriate* |
| **If you are successful in your application, do you intend to work for another employer?** | **Yes / No** |
| **If yes, will your total working hours exceed 48 per week?** | **Yes / No** |

**Section 3: Start date**

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| **If you are successful in your application what would be the earliest date on which you could start work?** |  |

**Section 4: Declaration of criminal record**

Because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record, under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions (Scotland) Order 2013). You must provide information. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you are shortlisted and have declared a criminal record, if we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview. If we do not raise the record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you require further information or have any concerns about filling in this declaration, please contact HR.

In the event that your application is successful and you are offered the post a Disclosure and Barring check may be sough if applicable to the role.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of the cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/collections/dbs-filtering-guidance).

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| *Please delete as appropriate* |
| **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?** | **Yes / No** |
| **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?** | **Yes / No** |
| **Are you barred from working with vulnerable groups or subject to sanctions of a regulatory body?** | **Yes / No** |
| **Are you aware of any pending enquiries about your fitness to practise or breaches of code of conduct?** | **Yes / No** |
| **If yes to any of the above, please supply details** *(Contact* *hr.mailbox@brook.org.uk* *for advice)* |
| **Nature of offence***(i.e. conviction, caution, bind over, reprimand, warning or allegation)* | **Offence** | **Date of offence** | **Disposal (if known)** |
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| **Have you ever been interviewed in connection with or been the subject of any investigation or enquiry into abuse or other inappropriate behaviour? If yes, please provide details below***Only answer Yes if you have been interviewed or investigated as an alleged perpetrator of abuse or inappropriate behaviour* | **Yes / No** |
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| **I confirm that the information given here is true** | Signed: | Date: |

**Section 5: Education**

Please give details of all institutions attended and examinations passed, including certificates, diplomas or degrees. You may be asked to provide the original of your qualification.

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| **School / College / University** | **Qualifications** | **Grade** | **Date passed** |
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**Section 6: Professional membership**

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| --- | --- | --- |
| **Name of professional body** | **Date of membership** | **Status** |
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| --- | --- | --- | --- |
| ***For Doctors only*** | **GMC Registration and renewal date** |  |  |
| ***For Nurses only*** | **NMC Pin number and renewal date** |  |  |

**Section 7: Professional qualifications**

If you are shortlisted for interview you will be asked to bring documentary evidence of your qualifications and we will verify this.

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| **Please give details of any other education or training you have undertaken** **(including non-exam courses)** |
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**Section 8: Employment record**

Please list chronologically, starting with your current or last employer, your full employment history since leaving school including any voluntary work. You must explain any significant gaps in your employment history.

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| --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Post held** | **Brief outline of duties** | **Date from-to** | **Salary & reason for leaving** *(if applicable)* |
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**Section 9: References**

Please give details of two people from whom references can be sought. One of the referees must be your current or most recent employer – references from friends or relatives cannot be accepted. References will only be taken if you commence employment with us.

**NB**: If you have worked with vulnerable groups, you must include your most recent employer as one of your referees who will be asked about any disciplinary offences relating to vulnerable groups and whether you have been the subject of any safeguarding concerns. Please also note we may contact any of your previous employers if relevant.

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| --- | --- |
| **Reference one** | **Reference two** |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Relationship** |  | **Relationship** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
| **Email** |  | **Email** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Dates employed** |  | **Dates employed** |  |

Please note that once references are received, authenticity verification will be undertaken to ensure the references are genuine.

**Section 10: Why would you like to work for Brook?**

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**Section 11: Supporting statement**

Complete this section as fully as possible. **It is very important in short listing for interview**. Please refer to the **person specification and job description** to see what skills, experience and knowledge are required for this job. State details of any special skills, qualifications or experience which make you particularly suitable to this post. Include both relevant paid and voluntary experience. Continue on a separate sheet if necessary, but please limit it to only one extra sheet of A4.

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***Supporting statement (continued)***

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**Data Protection Act 2003**

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| **The information that you supply in your application is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful, it will also form the basis of your personal file. If you are not successful your details will be kept for six months and then destroyed.****I understand that the information on my job application may be held on manual or computer systems** |
| Signed: | Date: |

**Declaration**

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| **I confirm that all the information I have supplied in this form is to the best of my knowledge, correct.****I further confirm that there are no matters which could affect my application which I have not declared, including my fitness to undertake the role.****I understand that providing false information may lead to withdrawal of any offer of employment or termination of future employment.** |
| Signed: | Date: |

Brook is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

In order for Brook to understand the diversity of our applicants, following completion of your application form, we would be grateful if you would complete the following Equal Opportunities information:

<https://www.surveymonkey.com/s/BrookDiversityInfo>

**Please ensure you have completed in full**

**and return to the email address detailed in the Job Advert**

Brook is the trading name of Brook Young People. Registered Charity Number in England and Wales 703015. Limited Company Registered in England and Wales Number 2466940.