

PRIVATE & CONFIDENTIAL

Please note that all information disclosed is held in accordance with the Data Protection Act

Position Applied For			
PERSONAL INFORMATION			
First name(s)			
Surname(s)			
Title			
Address & Postcode			
Telephone			
E-mail address			
Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? <i>Please highlight / circle the answer: Yes / No</i>			
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?			
REFERENCES - Name, address and telephone numbers of two referees are required.			
One referee should be your current or most recent manager or tutor. Indicate how you know each referee. Partners and family members are not acceptable. <i>References will only be requested after a provisional job offer.</i>			
Referee 1		Referee 2	
Name		Name	
Address		Address	
Email Address		Email Address	
Telephone		Telephone	
Relationship to Applicant		Relationship to Applicant	

APPLICATION FOR EMPLOYMENT

Employment history from the last 10 years (chronological order – latest first)

Name & Address of Employer	Start date	Leave date	Position held and duties	Salary and reason for leaving

When could you take up the appointment?

EDUCATION & TRAINING

School, college, university or training provider	From	To	Qualifications achieved /course attended

PERSONAL STATEMENT

Please describe your reasons for applying for this position. Include the skills, knowledge, experience, and personal attributes you would bring to the role.

Important: Make sure to address each point in the **Person Specification**. Demonstrate that you meet the required skills, knowledge, and experience. **Applications that do not address the Person Specification will not be considered.**

Please explain briefly your understanding of Equal Opportunities and Diversity

Please tell us about any other relevant information that may relate to the post you are applying for

Please give details of any Professional Bodies with which you have membership

CRIMINAL CONVICTIONS DECLARATION

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.

1. If you do not have any convictions, please write **NONE** here:
2. Please declare any unspent convictions (or all convictions if the post is exempt) on a separate sheet and **tick or mark X in the box below** if doing so:

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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:

Q1. Have you ever been cautioned or convicted of a criminal offence?	YES / NO
Q2. Have you ever been disqualified from working with children or vulnerable adults?	YES / NO

Please note: 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 basis (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.

Signature		Date	
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Please note: Any false statement within this application regarding qualification or experience will result in disqualification.

SUBMITTING YOUR FORM

Please return the completed form, in confidence for the attention of:

Naomi Lloyd-Barling, Community Development Manager via email: NLloyd-Barling@h4all.org.uk