**Job Application Form**

Please refer to the guidance notes before completing this form.

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| **Position applied for:** |

**YOUR DETAILS**

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| **First Name:** | **Last Name:** |  |
| **Address:** | |  |
|  |
| **Email:** | |  |
| **Mobile:** | **Home Tel:** |  |

**REFERENCES**

Please give details of two employers, **one of which should be your present employer.** No approach will be made to your present employer unless an offer of employment is made to you.

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Organisation:** |  |
| **Telephone:** |  |
| **Email:** |  |

**First Referee**

**Second Referee**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Organisation:** |  |
| **Telephone:** |  |
| **Email:** |  |

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| **ELIGIBILITY TO WORK IN THE UK**  Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?  No, I am legally entitled to work in the UK without restrictions.  Yes. Please give details below: |
| **CRIMINAL CONVICTIONS**  This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:   * Unspent convictions and/or unspent conditional cautions only   We recognise the contribution that people with criminal records can make as employees and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence.  Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis.  Do you have any unspent convictions or conditional cautions? **YES / NO**  **(please delete as appropriate)**.  If **YES**, please give details of any convictions (however old) in a separate document and return under separate cover marked **CONFIDENTIAL**. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests.  You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.  (If you are unsure whether to disclose a conviction or caution, you should refer to the DBS guidance at <https://www.gov.uk/tell-employer-or-college-about-criminal-record>). |

**DECLARATION**

To be completed after all other sections of the form.

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| To the best of my belief I have completed this application form accurately and have not withheld any information which could reasonably be considered as relevant to my application. If I am offered the post and it is subsequently discovered that I have wilfully given false information, I understand that I may be liable for dismissal. | |
| **Signed:** | **Date:** |

**THIS SECTION OF THE FORM IS CONFIDENTIAL AND ANY INFORMATION ABOVE THIS LINE WILL NOT BE SHOWN TO THE SELECTION PANEL UNTIL AFTER THE SHORTLISTING PROCESS.**

**QUALIFICATIONS AND TRAINING**

Please use this section to give details of any qualifications that you have obtained in school, further or higher education, or from professional training centres.

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| **Qualification Obtained** | **Qualifying Body** | **Year** |
|  |  |  |

Please provide details of any non-qualification courses that you have attended.

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| --- | --- |
| **Non-qualification Courses Attended** | **Year** |
|  |  |

**WORK HISTORY**

Please start with your most recent employer. Include the month and year when you began and ended each post. Add rows as needed.

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| --- | --- | --- | --- |
| **Employer** | **Position** | **Dates** | **Brief Description of Duties** |
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**VOLUNTEERING**

Please start with the organisation where you volunteered most recently. Include the month and year when you began and ended each role. Add rows as needed.

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| --- | --- | --- | --- |
| **Organisation** | **Role** | **Dates** | **Brief Description of Duties** |
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**SUPPORTING STATEMENT**

Please tell us how you meet each of the criteria listed in the person specification for the post. You can include information from both paid employment and volunteering experience as transferable skills are taken into consideration. The information you provide will be used as the basis for shortlisting so **please ensure that you refer to the person specification and address each criteria by point.**

**Finally**

Is there anything else you would like to tell us which you think is relevant to your application but not covered elsewhere in this form? (Maximum 350 words)

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**Emailed application forms should be returned to hello@communityactionredbridge.org.uk**