**Application form**

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity’s Policy on Data Protection is available on request.

### Section 1 - Personal Details

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| --- | --- |
| **Position Applied for** |  |
| **Name** |  |
| **Former Names** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Number** |  |
| **Email Address** |  |

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| **Are you eligible to work in the UK?** | Y/N |
| **Are you willing to provide proof of eligibility?** |  |
| **National Insurance Number** |  |

### Section 2 - Education & Training

In order of most recent, please give details of any formal education and qualifications, including any qualifications you are currently working towards.

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| --- | --- | --- |
| **Name of Institution**  | **Dates attended** | **Qualification/Award Achieved** |
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In order of most recent, please give details of any CPD or training that you have received which support your application. Include any on the job training as well as formal courses.

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| --- | --- | --- |
| **Awarding Body** | **Qualification Achieved** | **Date** |
|  |  |  |
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Please provide details of any professional qualifications & membership of professional institutes that you hold.

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| --- | --- | --- |
| **Name of Professional Body** | **Membership Grade/Number** | **Date** |
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### Section 3 - Employment/Volunteer history

In order of most recent, please provide details of your employment history, including any volunteer position you have held.

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| --- | --- | --- | --- |
| **Name & Address of Employer** | **Position Held & Responsibilities** | **Dates of Employment** | **Reason for Leaving** |
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### Section 4 - Personal statement

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| **Please outline the skills and experience you have which demonstrate your suitability for the post, ensuring you address the criteria set out in the Person Specification and outline experience relevant to the Job Description.** |
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### Section 5 - Equality & Diversity

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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| **Do you wish to inform us of any access or inclusion requirements necessary to support with attendance of the interview?** |
|  |

### Section 6 - Disclosure & Barring Service Checks & Recruitment of

### Ex-Offenders

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Due to the nature of the role, successful applicants will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

### Section 7 - Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

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| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |