APPLICATION FORM



**IN CONFIDENCE**

Please complete this form in black ink or type. If you need assistance or guidance please contact us.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Job Description/Person Specification. **CVs will not be considered.**

### 1. Job Details

|  |  |
| --- | --- |
| Post Applied for |  |
| Location |  |
| Date of application |  |

### 2. Personal Details

|  |  |
| --- | --- |
| Title |  |
| First name(s) |  |
| Last name or family name |  |
| Name by which you want to be known |  |
| Other names by which you have been known |  |
| Home address |  |
| DOB |  |
| Email address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Home Telephone |  | Mobile Telephone | |  |
| Work telephone (optional) | | |  | |
| May we contact you at work? | | | YES / NO | |

|  |  |
| --- | --- |
| National Insurance No: |  |
| Do you need a Work Permit before you can be employed in the UK? | Yes / No  If yes, please give details: |

|  |  |
| --- | --- |
| Do you hold a current UK driving licence? | Yes / No |
| Do you have a vehicle? |  |
| If appointed, how soon could you take up the post? |  |
| Where did you find out about this vacancy? |  |

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| 3. Please outline the development of your faith:(use more paper if necessary) |

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| --- |
| 4. EDUCATION, TRAINING AND DEVELOPMENT Please list your academic and other relevant qualifications starting with your most recent. |
| **4.1 Qualifications** *If the post requires specific qualifications you will be required to provide documentary evidence before employment.* |
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| **4.2 Learning Opportunity** *Please describe other learning opportunities relevant to the position, e.g. training courses* |
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## 5. EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| 5.1. PRESENT OR LAST EMPLOYER Employer’s name and address |  |
| Post Held |  |
| Date commenced |  |
| If left, give date and reason for leaving |  |
| Please give a brief description of your duties and responsibilities  *(continue on additional sheet if necessary)* | |
|  | |

#### 5.2. PREVIOUS EMPLOYMENT AND EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| *Please give details of previous paid employment. For each job give date of employment, employer, and duties undertaken, starting with the most recent first. (Continue on additional sheet if necessary)* | | | |
| Dates  (month-year,  from-to) | Employer | Duties undertaken | Reason for leaving |
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| 5.3 Please give details of any relevant skills/experience gained outside employment (E.g. through voluntary service). |

## 6. REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Position |  |  |
| Address |  |  |
| Post Code |  |  |
| Telephone No. |  |  |
| Email address |  |  |
| In what capacity does this person know you? |  |  |

## 7. SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

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## 8. CRIMINAL RECORDS DECLARATION

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| --- | --- |
| **Please answer the following questions:**  **1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?** Please give details of offences, penalties and dates in the table below.\*  (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.  Please **Delete** as appropriate: Yes (Please provide details below) / No (Proceed to Q2) | |
| **Date** | **Details** |
|  |  |
| **2. Have you ever been disqualified from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?**  Please **Delete** as appropriate: Yes (Please provide details) / No | |
| **Date** | **Details** |
|  |  |

## 9. APPLICATION DECLARATION

|  |  |
| --- | --- |
| I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment.  I understand that any offer of employment made to me will be subject to a check with the Disclosure and Barring Service and I hereby give my consent for Hope into Action to carry out the relevant DBS status checks in line with the DBS Code of Practice.  I declare that I am not currently on the DBS Barred List and that I will notify the Human Resources department immediately if I do become barred in future. | |
| **Signature:** | **Date:** |



Hope into Action is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers.

To help us monitor Equal Opportunities in recruitment and selection procedures, you are requested to complete the following questionnaire. This information you provide does not form part of the selection process, it is used only for monitoring purposes. This sheet will be separated from your application before shortlisting.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender :** | | | | **Marital Status :** | | | | | |
|  | Female |  | Male |  | Single |  | Married |  | Other |
| **Date of Birth:** | |  | | **Nationality :** | |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnic Origin:** | | | | | | | |
|  | Black or Black British – Caribbean |  | Asian or Asian British – Indian |  | Mixed – White & Black Caribbean |  | White – British |
|  |  |  |  |  |  |  |  |
|  | Black or Black British – African |  | Asian or Asian British – Pakistani |  | Mixed – White & Asian |  | White – Irish |
|  |  |  |  |  |  |  |  |
|  | Other Black background |  | Asian or Asian British - Bangladeshi |  | Other mixed background |  | Other white background |
|  |  |  |  |  |  |  |  |
|  |  |  | South East Asia or other Ethnic background |  | Other ethnic background |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Other Asian background |  | Arabic |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Disability:**  Definition – The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his / her abilities to carry out normal day to day activities. | | | | | |
| Do you consider yourself to have a disability? | YES |  | NO |  |  |

I understand that this information may be stored and processed as part of Hope into Action’s monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose.

Signed: ……………………………………………… Date: ………………………