

# APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL**

Important - please complete all sections in full.

Your application will not be considered if you do not complete all sections.

Position applied for

Where did you see this vacancy advertised?

## Your details

Surname

NI number

Forename(s)

Known as

Address

  


Telephone

Postcode

Mobile number

Email

## Eligibility to live and work in the United Kingdom

Do you have the required authority or visa to work in the UK?

Yes

No

You will be required to supply your passport and/or any Home Office documents to confirm your eligibility to work in the UK.

Please confirm you hold a valid full UK motor vehicle driving licence

Yes

No

Membership of professional bodies

Registration number

## Education and training

School, college or university

Course title

Qualifications or grades


## Relevant training courses attended, memberships held, etc.

Institute

Qualifications or grades


## Job requirements

Please demonstrate how you meet the requirements of the job. Please refer to the job description when completing this question (Please continue on a separate sheet if necessary).

## Career history details

Please complete in date order with your most recent employer first. You must include any gaps in employment, including any voluntary work or periods of unemployment, with dates and an explanation. You must not leave any time unaccounted for. Please state clearly reasons for leaving, including any circumstances relating to dismissal.

We will seek references from your existing and previous employer which will cover the last three years.

Current, or most recent, job title

Name of current/most recent employer

Address of employer

Date commenced

Date ended

Postcode

Present salary

Telephone

Period of notice required

Email

Your duties and responsibilities

Reason(s) for wishing to leave, or leaving

## Previous history

Employer/activity

Dates from-to

Job title

Reason for leaving

Employer/activity	Dates from-to	Job title	Reason for leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please continue on a separate sheet if necessary.

## Criminal record checking – rehabilitation of offenders form

In accordance with statutory requirements and Communities 1st policy, certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically vulnerable adults and children.

The information obtained from these checks is used to help safeguard these groups. It will NOT be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with Community 1st.

This process will be conducted in accordance with Communities 1st policy and the DBS Code of Practice. The information provided will be risk assessed against the requirements of the role.

It is a criminal offence to apply for a position working with children if you are excluded from doing so, by virtue of a court order or exclusion by the Independent Safeguarding Authority. This applies to any paid or unpaid work that you carry out.

**This means that you must disclose spent and unspent convictions on this form accordingly. This includes any driving offences.**

Through the Disclosure and Barring Service (DBS) we will make a check to establish any criminal record background. We will do this by asking you to complete a DBS Application Form. Appointment to this post will be subject to completion of a satisfactory check.

If you have any queries concerning the requirements please contact Communities 1st.

Tel: **01727 649900**

Email: **us@communities1st.org.uk**

### DBS

*This role is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.*

Have you ever been convicted of a criminal offence? Yes  No

If so please give details of any spent or unspent convictions including the date, offence and sentence. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared.

### Declaration

I understand that this work is subject to a DBS check and overseas checks where necessary, and I am aware that spent convictions will be disclosed. I confirm that I am NOT barred from working with children and / or vulnerable adults by nature of being on a barred list held by any Government body or agency. The information that I have given above is true and accurate.

Signature  Date

*When submitting this form electronically please type your name in place of a written signature, we will ask you to sign a printed copy if you are successful.*

## References

Please give full details of two referees who we can approach in support of your application. The first should be your current/most recent manager in your current/most recent employment. The second should be your manager in your immediately previous employment. We will not accept references from a spouse/partner or relative.

If you have not worked for an employer, you must provide contact details of a professional person (doctor, policeman/woman, solicitor, director, teacher, etc.) who has known you for a minimum of three years.

Name	<input type="text"/>	Name	<input type="text"/>		
Position	<input type="text"/>	Position	<input type="text"/>		
Address	<input type="text"/>	Address	<input type="text"/>		
Postcode	<input type="text"/>	Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Telephone	<input type="text"/>		
Email	<input type="text"/>	Email	<input type="text"/>		
Can we contact prior to any conditional offer of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Can we contact prior to any conditional offer of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

We reserve the right to take up references with any previous employer.

## Data protection act

Your information will be processed in accordance with the Data Protection Act 2018.

Your application form will be used for short-listing, interviewing and monitoring purposes. If you are not appointed, your form will be retained for a period of 12 months.

The successful applicant's application form will form part of a personal file which will be retained in a secure environment.

Are you related to or a spouse/partner of a Communities 1<sup>st</sup> staff member? Yes  No

If yes, please state their name and relationship to you.

Are you currently a Communities 1<sup>st</sup> volunteer? Yes  No

If yes, we will contact your manager for a reference.

I confirm that the information that I have provided is accurate and true.

I understand that any omission or false information may lead to the withdrawal of any offer of employment, or if already employed, termination of employment.

Signature  Date

*When submitting this form electronically please type your name in place of a written signature, we will ask you to sign a printed copy if you are successful.*