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| **Job Application Form** |  |
| **Confidential** |

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

|  |  |
| --- | --- |
| Post Title: |  |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname / Last Name** | | **First Names** |
|  | |  |
| **Telephone number (Home or Mobile)** | | **Telephone number (Work)** |
|  | |  |
| **Current address:** | | |
|  | | |
| **Postcode:** | **Email Address** | |
|  |  | |

**Present Job**

|  |  |
| --- | --- |
| **Employer’s name and address:** |  |
| **Job title:** |  |
| **Salary:** |  |
| **Date commenced:** |  |
| **To whom do you report (Job Title)** |  |
| **What staff (if any) report to you** |  |
| **Period of notice required** |  |
| **Brief outline of duties** | |
|  | |

**Previous Employers (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer(s) and Job Title(s) with full address(es)** | **Date of Employment** | | **Salary** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |

**Relevant educational, vocational, professional qualifications or training courses (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational establishment**  **or course organiser** | **Qualification (where applicable)** | **Grade** | **Date achieved** |
|  |  |  |  |

**How you meet the essential requirements**

Please state clearly how you meet all of the essential requirements listed on the person specification (and the desirable requirements, if applicable).

|  |
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|  |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | | **2** | |
|  | |  | |
| Email |  | Email |  |
| Tel. No. |  | Tel. No. |  |

**Absence from work / education**

|  |  |
| --- | --- |
| How many days sickness absence from work or education have you had in the last two years (excluding absence relating to a disability or to maternity)? |  |

**Disability – reasonable adjustment**

If you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process, please give details.

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**Advertising & Publicity**

Please highlight below how you found out about this vacancy.

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|  |  |
| --- | --- |
| Post Title: |  |

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](https://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)? Please tick as appropriate, and if the answer is yes, please provide details in the box below. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Yes  No (please tick the appropriate box, and if ‘yes’, provide details in the box below)

|  |
| --- |
|  |

If you are an unsuccessful applicant, all of your personal details, including details of any convictions, cautions, reprimands or final warnings that you have disclosed, will be securely destroyed after six months of the recruitment decision. If you are successful in your application for the role, details of your convictions etc will be securely stored by us until you have completed your probation period, which will normally be six months; the data will then be securely destroyed.

I confirm that the information that I have given above is true, correct, complete and up to date.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

Note: Should you fail to disclose any relevant convictions, cautions or reprimands etc above, or if there are any other matters causing the Charity to reasonably conclude that you may be unsuitable for the post, you will be disqualified from being appointed.

To view our privacy policy, please visit <https://www.wearerise.co.uk/privacy-statement>

**On completion of the application form, please send it to** [**recruitment@wearerise.co.uk**](mailto:recruitment@wearerise.co.uk)

**Closing date: 12noon on Wednesday 14th July 2021**