

**Application Form**

**Please complete this form using black ink**

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| Position applied for |  | | |
| Title | Mr ❑ Mrs ❑ Miss ❑ Ms ❑ Other ❑  please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Surname |  | First names |  |
| Home address & postcode |  | E-mail |  |
| Home phone number |  | Work number |  |
| Mobile number |  | May we contact you at work? | Yes❑      No❑ |

**Current or last employment**

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| --- | --- |
| Job Title |  |
| Please give brief details of your current responsibilities |  |
| Name and address of employer |  |
| Start Date |  |
| Notice period |  |
| *or* Date left |  |
| Reason for leaving / wanting to leave |  |
| Full time / Part time |  |
| **Previous Employment (in reverse chronological order)** |  |
| Name and address of employer |  |
| Start Date / End Date |  |
| Reason for leaving |  |
| Job title and main duties |  |
|  |  |
| Name and address of employer |  |
| Start Date / End Date |  |
| Reason for leaving |  |
| Job title and main duties |  |
|  |  |
| Name and address of employer |  |
| Start Date / End Date |  |
| Reason for leaving |  |
| Job title and main duties |  |
|  |  |
| Name and address of employer |  |
| Start Date / End Date |  |
| Reason for leaving |  |
| Job title and main duties |  |

*Please add further boxes on a separate sheet, if required*

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| **Education and Training** |  |  |
| Institution | Dates (to - from) | Qualification |
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| **Other relevant training e.g. short courses, personal development, special projects** |  |  |
| Training provider | Dates (to - from) | Details |
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| **Membership of, or registration with, professional bodies** |  |  |  |
| Name of professional body | Level/Type of membership | Reg. Number | Renewal date |
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| **Other Details** |  |
| Do you have a current driving licence? |  |
| Driving licence number (If applicable) |  |
| Do you need a work permit to work in the UK? |  |
| Do you consider yourself as having a disability which may require us to give additional consideration to how you could fulfil the duties of this post?  If answered **YES**, please give additional information about your disability in the space provided. | Please describe your disabilities and  any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job  any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job |
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| **Supporting Statement** |
| Please explain why you are applying for this post?  How are your training, skills and experience relevant to the post as detailed in the job description and person specification? Please give details of any voluntary or community work you have been involved in. Please continue on a separate sheet if necessary, but in total no more than two sides of A4 paper. |
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| **References** | Please give the name and address of two referees.  One must be your current or most recent employer. We will only contact your referees if we decide to offer you the post, but can only make a firm offer if your references are suitable. |
| **First Referee** |  |
| Name |  |
| Address |  |
| Position |  |
| Phone number |  |
| Email address |  |
| **Second Referee** |  |
| Name |  |
| Address |  |
| Position |  |
| Phone number |  |
| Email address |  |

**CRIMINAL CONVICTIONS AND OFFENCES**

Criminal records will be taken into account for recruitment purposes, only where the conviction is relevant. Because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999.

As a Regulated Activity Provider if you are offered employment into a regulated post, you will be subject to a Disclosure and Barring Service (DBS) record check before your appointment is confirmed. The DBS enhanced disclosure will include details of cautions, reprimands or final warnings, as well as convictions. The fact that conviction/caution(s) may have been reported against you will not necessarily debar you for consideration for appointment. This will depend on the circumstances, background and nature of the offence(s). However, Hear for Norfolk will not employ anyone in a regulated position who is currently barred, or who is later found to be barred, from working with either children or vulnerable adults.

It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). This includes offence(s) that may otherwise be considered as ‘spent’. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

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| Have you ever been convicted of a criminal offence or cautioned? | YES | NO |
| If your answer is ‘YES’, you must provide further details on a separate sheet.  Please attach it to this application form in a separate, sealed envelope marked 'Confidential'. | | |

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| **Declaration** | **Signature** | **Date** |
| I confirm that to the best of my belief, the information I have given is true and correct. |  |  |