

Post Applied for:

Job Application Form

Closing Date:

Interview Date:

Please complete this form electronically or using black ink. CVs are not accepted in place of this application form. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE AND PROCESSED IN ACCORDANCE WITH OUR RECRUITMENT PRIVACY NOTICE.

Section 1 Personal details

Last Name:

First Name:

Preferred name (if different from legal name):

Address:

Postcode:

Home Telephone N^o:

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Right to work in the UK: Do you have the legal right to work in the UK?

Yes

No

Driving Licence: If relevant to post applied for. Do you hold a full driving licence valid in the UK?

Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving
(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of the employer's business

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Section 4 Education

Qualifications obtained from Schools, Colleges, Universities or recognised awarding bodies. Please list highest qualification first:

Awarding body or institution	Subject or area of study	Qualification - Grade / outcome	Year obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please provide details of any training, professional development, or short courses that support your application for this role. This may include formal courses, in-house training, online learning, or on-the-job training. Please include any safeguarding, health and safety, equality and diversity, or volunteer management training, where relevant.

For each item, please include:

- The title of the course or training
- The provider or organisation
- The date completed (or in progress)
- A brief explanation of how it is relevant to this role

If you need additional space, please attach and clearly label any extra sheets.

Title of the course/training	Provider/organisation	Date completed

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience

Please use this section to demonstrate how you meet the essential (and, where applicable, desirable) criteria set out in the person specification.

You should give clear examples from your work, volunteering, education or lived experience that show how you meet each requirement. You may structure your answer by referring to the criteria listed in the person specification.

If you require additional space, please attach and clearly label any additional sheets.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

This post is eligible for an Enhanced Disclosure and Barring Service (DBS) check and is therefore exempt from the Rehabilitation of Offenders Act 1974.

You are required to disclose all convictions, cautions, reprimands and final warnings, except those which are protected under the DBS filtering rules.

Protected convictions and cautions do not need to be disclosed. (Guidance on protected convictions and cautions is available at: <https://www.gov.uk/government/publications/dbs-filtering-guidance>).

Do you have any convictions, cautions, reprimands or final warnings that are not protected under DBS filtering rules?

- Yes
 No

If you answer yes, please provide details on a separate sheet or contact us confidentially. This information will be treated in strict confidence and will only be considered in relation to the responsibilities of the role.

Section 8 Safeguarding: Children and Adults at Risk

This role involves working with or having access to children and/or adults at risk. Appointment is subject to an Enhanced DBS check, adherence to the organisation's safeguarding policies and satisfactory references.

To the best of your knowledge, is there anything that may appear on an Enhanced DBS disclosure that you wish to discuss with us at this stage, in relation to your suitability for this role?

- Yes
 No
 Prefer not to say

If yes, you may provide details on a separate sheet or contact us confidentially. Any information shared will be handled sensitively and in confidence and will be considered only in relation to safeguarding responsibilities.

Section 9 Equality Act 2010 (Disability)

We are committed to equality of opportunity and actively encourage applications from people with disabilities.

Under the **Equality Act 2010**, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Reasonable adjustments:

We want to ensure that all applicants are able to participate fully and fairly in the recruitment process.

Do you require any reasonable adjustments to support you during the recruitment process or, if appointed, in the role?

- Yes
 No

If **yes**, please tell us what adjustments would be helpful (you do not need to provide medical details):

Any information provided will be treated confidentially and will only be used to make reasonable adjustments and to support equality monitoring. It will not be used as part of the selection decision.

Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone Nº:	<input type="text"/>	Telephone Nº:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Referees will normally only be contacted after a conditional offer.

Section 11 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process.

Equality monitoring

We are committed to equality, diversity and inclusion. The information you provide in this section is collected solely for equality monitoring purposes. It will not be used as part of the recruitment decision-making process and will be kept confidential in accordance with data protection legislation.

Application for the post of:

Ethnicity

Which of the following best describes your ethnic background?
Please select **one option**.

(a) White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background (please specify): _____

(b) Mixed or Multiple ethnic backgrounds

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed or Multiple ethnic background (please specify): _____

(c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background (please specify): _____

(d) Black, African, Caribbean or Black British

- African
- Caribbean
- Any other Black, African or Caribbean background (please specify): _____

(e) Other ethnic group

- Arab
- Any other ethnic group (please specify): _____

(f) Prefer not to say

- Prefer not to disclose

Gender identity

Which of the following best describes your gender identity?
Please select **one option**.

- Man
- Woman
- Non-binary
- Another gender identity (please specify): _____
- Prefer not to say

Section 11 Recruitment Monitoring Form (continued)

Disability

Under the Equality Act 2010, a disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability as defined above?

- Yes
- No
- Prefer not to say

If yes, please tell us if you require any reasonable adjustments for the recruitment process or role. This information will be used only to support reasonable adjustments and for equality monitoring purposes.

Details (optional):

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Media

Please state where you saw this post advertised

Section 12 Declaration

Statement to be Signed by the Applicant

Please complete and sign the declaration below. If this declaration is not completed, your application may not be considered.

I confirm that, to the best of my knowledge and belief:

- The information I have provided in this application form is true and accurate
- I have answered all mandatory questions fully and honestly
- I hold the qualifications and experience that I have stated
- I have read the job description and conditions of employment and understand the requirements of the role
- I understand that appointment to this post is subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check, where applicable

I understand that any offer of employment may be withdrawn, or employment terminated, if any information provided is found to be false or misleading.

Signature:

Date:

Printed name:

Thank you for your interest in this post.

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM

By e-mail: holly@mindinharrogate.org.uk