**APPLICATION FORM 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.

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| Position applied for |  |
| Where did you see this vacancy advertised? |  |

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| --- | --- | --- | --- |
| Your details |  |  |  |
| Surname |  | NI number |  |
| Forename(s) |  | Known as |  |
| Address |  |  |  |
|  | Telephone |  |
| Postcode |  | Mobile number |  |
| Email |  |
| Your preferred method of contact? | Telephone |  | Mobile |  | Email |  |

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| Eligibility to work in the United Kingdom |
| Do you have the required authority or visa to work in the UK? | Yes |  | No |  |
| If Yes, you will be required to supply your passport and any Home Office documents that confirm this. |

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| Please confirm you hold a valid full UK motor vehicle driving licence | Yes |  | No |  |

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| Education and training |
| School college or university | Course title | Qualifications or grades |
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| Relevant training courses attended, memberships held, etc. |
| Institute |  | Qualifications or grades |
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| Job requirements |
| Please demonstrate how you meet the requirements of the job. Refer to the job description and person specification when completing this question. You will need to demonstrate that you meet the essential criteria in the person specification for shortlisting purposes. *(the space below will stretch to fit your answer)* |
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| 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 which will cover the last three years. |
| Current, or most recent, job title |  |
| Name of current/most recent employer |  |
| Address of employer |  | Date commenced/ended |  |
| Present salary |  |
| Postcode |  | Period of notice required |  |
| Telephone |  | Fax |  |
| Email |  |
| Your duties and responsibilities |
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| Reason(s) for wishing to leave, or leaving |
|  |
| Previous history |
| Employer/activity | Dates from-to | Job title | Reason for leaving |
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| Please continue on a separate sheet if necessary. |

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| Criminal record checking – rehabilitation of offenders form |
| In accordance with statutory requirements and CAHN 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 CAHN. 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 Baring Service (DBS) and the Protection of Vulnerable Groups (PVG), we will make a check to establish any criminal record background. We will do this by asking you to complete a DBS/PVG Application Form. Appointment to this post will be subject to completion of a satisfactory check. |

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| 1. DBS/PVG roles*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. |
| *Details* |
|  |
| 2. Non-DBS/PVG roles*This role is not one which 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 unspent convictions including the date, offence and sentence. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.Failure to disclose any criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently learnt that you have had any criminal convictions. |
| *Details* |
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| 3. DeclarationI understand that this work is subject to a DBS/PVG 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 |  |

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| 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. 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 |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Fax |  | Fax |  |
| Email |  | Email |  |
| Can we contact prior toany conditional offer of employment? | Yes |  | No |  | Can we contact prior toany conditional offer of employment? | Yes |  | No |  |
|  |  |  |  |
| We reserve the right to take up references with any previous employer. |

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| Data Protection Act |
| Your information will be processed in accordance with the Data Protection Acts 1984 and 1998.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. |

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| Are you related to or a spouse/partner of a CAHN staff member? | Yes |  | No |  |
| If yes, please state their name and relationship to you. |  |
| Are you currently a CAHN volunteer? | Yes |  | No |  |
| If yes, we will also 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 |  |

This application form and the monitoring form should be emailed back to hr@cahn.org.uk.