

Job Application Form and Guide

I- Guidance on completing this application form

Your application form plays a key part in deciding whether or not you are invited to an interview. The shortlisting panel will measure it against the person specification and or job/role description, and decide who to interview based on the information you provide on your form.

To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided. We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment.

If you are applying for posts within the organisation, which may bring you into direct or indirect contact with vulnerable groups, including children, you must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application.

Points to remember

- Take your time and complete the form as fully and as accurately as you can;
- Make sure that you have read through the person specification, job description and advertisement carefully, and ensure that you tailor your application form to these;
- Don't leave out any relevant experience, skills or knowledge that you have – however you gained it;
- If you complete the application form by hand, rather than typing it, make sure that it is very clear and legible. Use BLOCK CAPITALS if your writing is hard to read
- You should also send in your CV.
- You should complete all sections in black ink or electronically

Job application form

Position/Role applied for	
Job Reference number	

Data Protection 1998

The information provided on this form will be processed in accordance with the Data Protection Act 1998. This means that the information will be kept securely and confidentially, and only disclosed to an appropriate authority.

SECTION A

1. About you

Title:(Mr, Ms, Mrs, Miss)	Surname:
Forename (s):	Preferred name:
Current Address:	Post code:
Email address (if applicable):	
Telephone numbers and Best time to ring:	Home:
AM PM	Mobile:
Evening or state other time:	Work:
Do you have a driving licence?	Yes No
If Yes driving licence number and category	
Next of Kin name and contact	

2. Employment history

Current/Last employer:	
Position held:	
Name and job title of your manager:	
Position held:	From: To:
Reason for leaving:	
Brief outline of duties:	

Previous Employment (most recent first)

Name and address of previous employer	Position held	From	To	Description of duties	Reason for leaving

Voluntary or unpaid work

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past

Name and address of organisation	Position held and name of manager	From	To	Description of duties	Reason for leaving

Gaps in employment

Please tell us about any gaps in your employment history. Please note you may be asked about these at the interview

From	To	Reason

3. Qualifications and professional membership

Only complete this section if you have qualifications and/or membership of a professional body that is/are relevant to the post. You should include details of any equivalent overseas qualifications. Please note original certificates may need to be produced.

School/College/University	From	To	Qualifications gained	Level or Grade

Professional body	Membership number	Membership status	Since

4. Availability

Holidays Booked:

Most preferred availability:
(Please number in order of preference)

1. Days & Time

2. Days & Time

3.Days & Time

4.Days & Time

Minimum notice needed to work (This will help with setting our start date for the successful applicant):

Do you have any obligation on hours you cannot work? (Please be precise)

5. Supporting statement

The supporting statement gives you an opportunity to tell us more about yourself and your suitability for the role.

Please tell us how you meet the requirements listed in the person specification. Please use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience. Please use up to three additional sheets of paper to complete this and write your name, job/role title on each additional sheet. Make sure you number them and attach them securely to your application form.

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6. References

Please provide the names of two referees. If you are (or have been recently) employed in either a paid or unpaid capacity, one should be from your current or last employer. If you are a student, one should be a senior staff member from your place of study. References from a relative or partner are not acceptable. If you have not been previously employed, a suitable character reference must be used. If the post you are applying to involves work with vulnerable groups, including children and you have worked in these sectors previously, one reference must be able to make reference to your work with vulnerable groups, including children. References will be checked and verified before any candidate is invited to interview. References will only be taken up if you are shortlisted for the post you are applying for. We recommend contacting your referees in advance to check they are willing to act as a referee.

Referee 1:	
Name	
Relationship to you	
Organisation	
Position held	
Address and Post code	
Telephone number	
Email address	
Referee 2:	
Name	
Relationship to you	
Organisation	
Position held	
Address and Post code	
Telephone number	
Email address	

Returning this application form

Return your completed application and self-declaration form to info@plymouthhope.org.uk by 5.00pm on the closing date. Email applications are acceptable but you will be asked to sign the declaration if you are invited for interview. Late applications will not normally be considered.

SECTION B- Self-declaration form and Guidance

Medical Clearance

We run many sport related activities, so all successful candidates are required to tell us about any medical conditions that unable them from engaging in any physical activity. Or you need to tell us about any medication and medical condition that affect your physical ability.

Disclosure and Barring Service (DBS) checks

All eligible posts within our organisation involving work with vulnerable groups, including children, will require a Disclosure and Barring Service (DBS) check. This is also a requirement by law.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act and is eligible, we will ask anyone who is provisionally offered a position/role for an up-to-date criminal record check from the DBS which may provide information about convictions, cautions, reprimands and final warnings which might otherwise be regarded as spent. If this is the case it will be clearly indicated in the advertisement and job description.

Self-disclosure of criminal record information

The criminal record information you are required to provide as part of this form is not used for shortlisting purposes. However, if you are shortlisted for interview, your self-disclosed criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying.

Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice also applied in Plymouth Hope confidentiality and data protection policies.

Please read the question below, related to information about criminal records. If the answer to the question is “Yes”, please provide details of offences, penalties, dates and the country in which they occurred, or of allegations made against you, in a sealed envelope marked with your name, the post name and the job reference number. Attach this to your completed application form.

Do you have any unspent convictions, cautions, reprimands or warnings? Yes No

Your right to work in the UK

We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this (either a passport or visa). You will be asked to bring this with you if you are called for interview.

Do you have the right to work in the UK? Yes No

Are you a registered self-employment with Inland Revenue? Yes No

Access requirements for applicants with a disability

We will take all reasonable steps to remove any barriers you may otherwise face when attending interview.

Do you have any access requirements that we need to be aware of if you are invited for interview?

Declaration

By signing this declaration you are agreeing with the statements below, which may be referred to in the future.

- I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information.
- I have not attempted to influence an employee or a volunteer at Plymouth Hope in connection with this application.
- I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated;
- I give consent for Plymouth Hope to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998.
- I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

Name:

Signature (can full name);

Date: