

**Private and confidential**

**Please fill in all sections**

**Please do not attach a CV as it will not be considered**

|  |  |
| --- | --- |
| Application for the post of: |  |

**About you**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |

**Your qualifications**

|  |
| --- |
| **Please tell us about your qualifications (subject, level and result) and any relevant training you have attended.** |

**Your current or most recent employer**

|  |  |
| --- | --- |
| Employer’s name |  |
| Employer’s address |  |
| Your role with them |  |
| Salary |  |
| Length of time with them |  |
| Reason for leaving |  |
| Your duties |  |

**Your employment history**

|  |
| --- |
| **Please tell us about other jobs you have done and about the skills you used or learned in those jobs. You can also include any voluntary or unpaid work you have done.** |

**Your supporting statement**

|  |
| --- |
| **Please use this space to tell us why you are applying for the role, and tell us how you meet the criteria set out in the person specification. Please limit your answer to two side of A4 at most.** |

**Referees**

**Please give the names and contact details of 2 people who we can ask to give you a reference. We will ask them before any offer of employment is made. We will not ask your current employer until we get your permission.**

|  |  |
| --- | --- |
| Referee one: | Referee two: |

|  |  |
| --- | --- |
| Have you ever been convicted of any criminal offence?  This role is subject to an enhanced DBS check, and you are required to disclose all criminal convictions with would otherwise be considered “spent” under the Rehabilitation of offenders Act 1974.  If you have ticked “yes” and are successful at interview, you will be required to provide further details before an offer of employment is made. | Yes  No |

|  |  |
| --- | --- |
| Do you have a current, full driving license? |  |
| Do you have a vehicle you can use for work? |  |
| Do you require a permit to work in the UK? |  |
| If you are applying to work part time, which days and hours would you prefer to work? |  |
| Are you available on the published interview dates? If not, when would you be available for interview? |  |
| Are there any adjustments you would like in place to enable you to attend an interview with us? |  |

**Data Protection**

Information from this application may be processed for purposes registered by the Employer under GDPR 2018.

I hereby give my consent to Families InFocus (Essex) processing the data supplied in this application form for the purpose of recruitment and selection.

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |