

Application Form

Post Applied for:

All applicants are advised to refer to the Guidance Notes before completing this form.

Please do not attach a separate C.V.

Last Name: _____ **Other Names:** _____

Pronouns: _____

Home Address:

Postcode: _____

Tel (day): _____ **Tel (eve):** _____

Email: _____

Where did you find out about this vacancy?

Are you applying for Job Share? **YES** **NO**

EMPLOYMENT

Please give details of past and present work. This can be paid, voluntary or work at home. Please start with the most recent.

FROM	TO	DETAILS [Employer, role, paid or voluntary]

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QUALIFICATIONS (Academic and/or Professional)

DATES	DETAILS [Qualification, Grade, Awarding Body]

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PROFESSIONAL TRAINING (Please include any *relevant* courses you have undertaken.)

DATES	DETAILS

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SKILLS, KNOWLEDGE & EXPERIENCE

Read the Person Specification and then tell us about your skills, knowledge and experience etc in relation to each point.

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Skills, knowledge & experience – continued:

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Skills, knowledge & experience – continued:

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REFERENCES

Please provide the names and addresses of two people who are willing to give references, one of whom must be your current or most recent employer.

FIRST REFEREE:

Name:

Address:

Postcode:

Telephone:

Email address:

Relationship:

- Current employer
- Education reference
- Character reference

SECOND REFEREE:

Name:

Address:

Postcode:

Telephone:

Email address:

Relationship:

- Current employer
- Education reference
- Character reference

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Criminal Convictions

Criminal records will be taken into account for recruitment purposes only where the conviction is relevant. Posts within 42nd Street are exempted under the Rehabilitation of Offenders Act and all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau. This Disclosure will include details and dates of 'spent' convictions, cautions, reprimands and final warnings. This post is subject to Enhanced Disclosure and therefore other relevant non-conviction information, such as police enquiries and pending prosecutions will also be asked for. **Having a criminal record will not necessarily bar you from employment.**

Data Protection Act 1998

Information on this form may be held on computer and / or hard copy records. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes. We will be unable to process your application unless we can use your personal data in the ways described above. If your application is unsuccessful, the data will be held for 12 months and then destroyed.

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If appointed to the post you will be provided with further information about the documentary evidence required.

DECLARATION

I declare that the information given on this form is, to the best of my knowledge, correct. I understand that the canvassing of any employee of 42nd Street or giving false information will make my application void and, if appointed, may lead to my dismissal. I consent to the information supplied in this application being stored in computer and / or hard copy records for the purposes outlined above.

Signed:	Date:
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Please return this application along with the Equality & Diversity Monitoring Form.

By Email:

Email your completed application to recruitment@42ndstreet.org.uk . Please use the title 'Recruitment – private and confidential' in the subject line. Please note that emailed application forms must be signed.

Applications received after the submission deadline will not be considered.