**EMPLOYMENT Application Form**

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| Post applied for |  |

Voluntary Norfolk aims to promote equality of opportunity and welcomes applications from diverse candidates with the right mix of talent, skills and potential.

We will collect and process the personal data you provide on this application form and any other supporting documentation you submit in order to administer the recruitment procedure for the above role. Further information can be found in our *Privacy Notice for Job Applicants*, which is available on our website [www.voluntarynorfolk.org.uk/about/privacy-policy](http://www.voluntarynorfolk.org.uk/about/privacy-policy)

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Home address |  |
| Surname |  |
| First name(s) |  |
| Home telephone |  |
| Mobile telephone |  | Work telephone  |  |
| E-mail address |  |  |  |

1. **Education: from age 11**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of school/college/university attended | Full or part time | Dates | Qualifications obtained*Include level, subject and grade* |
| From | To |
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Please list any qualifications currently being undertaken

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| --- | --- | --- | --- |
| Name and address of school/college/university /institution | Full or part time | Expected completion date | Qualifications being studied*Please include level and subject*  |
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1. **TRAINING (vocational or skills training courses completed e.g. first aid)**

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| --- | --- | --- |
| Name and address of training provider | Date completed | Subject and type of training undertaken Please include level and grade (if applicable) |
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Please provide details of any professional memberships held with relevant reference or membership numbers.

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1. **Employment history**

Please provide details of your current or most recent post

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| --- | --- |
| Employer name & address |  |
| Post held |  |
| Start date |  |
| Finish date (if applicable) |  |
| Current salary or salary on leaving |  |
| Reason for leaving |  |
| Description of main responsibilities and/or duties |  |

Please also supply details of all other full and part-time employment undertaken since the age of 18, including an explanation of any gaps, any periods of unemployment and any unremunerated activity e.g. voluntary work. Please provide the information in chronological order, **starting with your next most recent post**, and continue on a separate sheet if required. Please note CVs will not be accepted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer name and address | Post held & key responsibilities | Full or part time | Dates | Reason for leaving |
|  |  |
| From | To |
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1. **CONTINUOUS EMPLOYMENT HISTORY**

Please use the box below to explain **any gaps in employment** not otherwise covered in Section 5.

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1. **application STATEMENT**

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| Please tell us how your qualifications, knowledge, experience and skills meet the person specification for this post and would enable you to deliver the duties listed in the job description. (Continue on an additional sheet if necessary.)  |

1. **References**

Please provide details of two persons who have a direct professional knowledge of you and to whom reference may be made. The first should be your present (or most recent) line manager or employer. **Personal references from friends or relatives will not be accepted.**

No approach will be made to your present or past employers before an offer of employment is made to you; at that point we may also approach past employers to verify the information given in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| E-mail |  | E-mail |  |
| Relationship |  | Relationship |  |

1. **DISABILITY**

Voluntary Norfolk adopts the ‘*Disability Confident Employer’* logo. This means that if you consider yourself to have a disability according to the definition below, you are guaranteed an interview if you meet the essential criteria as detailed on the Person Specification for the job applied for. Under the Equality Act 2010, a disability is defined as:

*‘...a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.’*

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| --- | --- | --- | --- |
| **Do you consider yourself to have a disability according to the above definition?** | **YES**  | **NO** | **PREFER NOT TO SAY** |

1. **RIGHT TO WORK IN THE UK**

Under the requirements of the Immigration, Asylum & Nationality Act (2006) all candidates shortlisted for posts at Voluntary Norfolk will be asked to provide documentary evidence of their right to reside and work in the UK.

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| --- | --- | --- |
| Do you have the right to reside and work in the UK and do you have documentary evidence to support this? | YES | NO |
| Please provide any further information you wish relating to your right to reside or work in the UK. |
|  |

1. **criminal convictions and offences**

Criminal records will be taken into account for recruitment purposes, only where the conviction is relevant. Because of the nature of the work for which you are applying this post is exempt from the provisions of *Section 4(2) of the Rehabilitation of Offenders Act 1974*, by virtue of the *Rehabilitation of Offenders 1974 (exceptions) Order 1975* and the *Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997* as amended by *Part V of the Protection of Children Act 1999*.

As a Regulated Activity Provider if you are offered employment into a regulated post, you will be subject to a Disclosure and Barring Service (DBS) record check before your appointment is confirmed. The DBS enhanced disclosure will include details of cautions, reprimands or final warnings, as well as convictions. The fact that conviction/caution(s) may have been reported against you will not necessarily debar you for consideration for appointment. This will depend on the circumstances, background and nature of the offence(s). However, Voluntary Norfolk will not employ anyone in a regulated position who is currently barred, or who is later found to be barred, from working with either children or vulnerable adults.

It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). This includes offence(s) that may otherwise be considered as ‘spent’. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

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| --- | --- | --- |
| Have you ever been convicted of a criminal offence or cautioned?  | YES | NO |
| *If your answer is* ‘YES’*, you must provide further details on a separate sheet.**Please attach it to this application form in a separate, sealed envelope marked 'Confidential'.*  |

1. **other information**

|  |  |
| --- | --- |
| Where did you see this post advertised?  |  |
| If appointed, when would you be able to take up the post? |  |

|  |  |  |
| --- | --- | --- |
| Are you, to the best of your knowledge, related to a Voluntary Norfolk employee or Trustee?  | YES  | NO |
| *If YES, please give details*  |

|  |  |  |
| --- | --- | --- |
| Do you hold a current driving licence? | YES | NO |
| Do you have access to a car/vehicle for business purposes? | YES | NO |
| *This information will be used for shortlisting only where a driving licence and/or access to a car/vehicle for business purposes are included as essential or desirable criteria in the person specification.* |

1. **Declaration**

 I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

I understand that providing false information is a disciplinary matter and may result in summary dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Signature** |  | **Date** |  |