Application Form

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| **PRIVATE AND CONFIDENTIAL**   |  | | --- | | Post Title: | | How did you hear about this vacancy: |  |  |  |  | | --- | --- | --- | | PERSONAL DETAILS | | | | First name: | | | | Surname: | | | | Address: | | | |  | | Post Code: | | Tel. (home): | Tel. (mobile): | | | E-mail: | | |  |  |  |  | | --- | --- | --- | | ELIGIBILITY TO WORK IN THE UK | | | | **The Asylum, Immigration and Nationality Act 2006** makes it a criminal offence for employers to employ a person who is not entitled to work in the UK. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. | | | | **Do you have the right to work in the UK?** | **Yes** | **No** |  |  |  | | --- | --- | | 1. **EDUCATION AND QUALIFICATIONS** | | | Please tell us about your education and qualifications that are relevant to the post, including qualifications gained overseas. Include courses you are currently undertaking. Add lines as needed. | | | **Subject** | **Level/Qualification and Grade** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  |  | | --- | | TRAINING AND OTHER RELEVANT EXPERIENCE | | Please give details of any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post. This can include formal and informal, in-house and external training. | |  | |  |

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| **Please give details of any activism, voluntary work or community activity you have done:** |
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| C. EMPLOYMENT HISTORY DEMONSTRATING ESSENTIAL EXPERIENCE IN THE PERSON SPECIFICATION | | |
| Please give details of your last 3 paid roles (if applicable) starting with your most recent employment, followed by a summary of any other specific roles relevant to the criteria laid out in the ‘experience’ section of the person specification. **We do not need your entire employment history.** | | |
| **Name of employer**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties and purpose of the job: | | |
| Relevant Essential/Desirable criteria met: | | |
| Reason for leaving: | | |
| **Name of employer**: | | |
| Address: | | |
| Job Title: | Employed from: | To: |
| Brief description of duties and purpose of the job: | | |
| Relevant Essential/Desirable criteria met: | | |
| Reason for leaving: | | |

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| **Name of employer:** | | |
| **Address:** | | |
| Job Title: | Employed from: | To: |
| Brief description of duties and purpose of the job: | | |
| Relevant Essential/Desirable criteria met: | | |
| Reason for leaving: | | |

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| **If the above roles do not match all the essential or desirable ‘experience’ criteria please provide a list of any other relevant employment in the section below.**  (Please include name and address of employer, and details of the specific duties that demonstrate the essential/desirable criteria) |
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| PERSONAL STATEMENT |
| In no more than 1,200 words in total, tell us how you meet each of the criteria set out in the Person Specification (other than that listed under ‘Experience’ which should have been demonstrated in the Section C above. Invitation to interview for the position will depend on how well you meet the specified criteria and word length for this statement. Please use the sub-headings below to structure your response: |
| **Knowledge:**    **Skills and abilities:**    **Additional requirements:** |

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| REHABILITATION OF OFFENDERS ACT | | |
| Under the provisions of this Act, you must give details of any unspent offences.    Certain spent convictions and cautions (largely related to the passage of time and seriousness of the offence) are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website (see <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>).  The disclosure of convictions will not necessarily be a bar to employment and only relevant convictions will be taken into consideration. | | |
| Have you any unspent criminal convictions or cautions? | Yes | No |
| If YES please give brief details, (the nature of the offence; place and date of judgement; sentence). | | |

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| OTHER INFORMATION |
| Please give any holiday dates when you will not be available for interview. |
| How much notice are you required to give to leave your present employment? |

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| REFERENCES | |
| Please provide two referees who can confirm your suitability for this position. This will usually be your present or most recent employer. Relatives or partners are not acceptable as work references. All appointments are subject to the receipt of references satisfactory to HMSC. | |
| ***First Referee*** | ***Second Referee*** |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| How is referee known to you? | How is referee known to you? |
| Can we contact them prior to interview?      (YES/NO) | Can we contact them prior to interview?      (YES/NO) |

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| I confirm that the above information is correct. I understand that HMSC will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment, in line with its legal obligations under UK Data Protection Law.  (<https://www.gov.uk/personal-data-my-employer-can-keep-about-me>)  I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be form part of my personnel record. | |
| Signed | Date |

Please complete the form by typing in the boxes and return it by email to:

[joinus@haringeymsc.org](mailto:joinus@haringeymsc.org)

We would be grateful if you could also complete and return the Equal Opportunities Monitoring Form contained in the Application Pack. We will separate the form from this application and it will not take part in the selection process.