Application Form

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| **PRIVATE AND CONFIDENTIAL**

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| Post Title:       |
| How did you hear about this vacancy:       |

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| PERSONAL DETAILS  |
|  First name:       |
| Surname:       |
| Address:      |
|  | Post Code:      |
| Tel. (home):      | Tel. (mobile):      |
| E-mail:       |

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| 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** [ ]  |

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| **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**  | **Grade** |
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| B2: 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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| **B3: Please give details of any activism, voluntary work or community activity that you have been involved in and consider relevant, including the dates between which you were involved in any of the above:**  |
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|  | C. EMPLOYMENT HISTORY  |
|  | Please outline your employment history. You do not need to include more than 10 years’ employment history, unless you feel that it is relevant. Please only include paid work in this section. |
| **Name and address of employer**:  | **Job Title** | **Dates employed** | **Number of days per week** | **Brief description of duties and purpose of the job** | **Reason for leaving** |
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| PERSONAL STATEMENT |
| In no more than 1,500 words in total, tell us how you meet each of the criteria set out in the Person Specification. 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:  |
| **Experience:**      **Knowledge:**      **Skills and abilities:**      **Personal qualities & special qualities:**      |

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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