**Job Application Form**

(If completing this form by hand, please write in **black ink**. If you need more space than is provided in any section, please continue your answer on a separate sheet. If completing this form electronically, simply type in the spaces provided, extending the boxes as/if required.)

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| --- |
| **Post applied for:**  **Where you saw this vacancy advertised:**  **If successful, when would you be able to start:** |

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| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| **First Name(s):** |  | | | |
| **Surname:** |  | | | |
| **Home Address:**  **Postcode:** |  | | | |
| **Phone Number(s):** | **Daytime** | |  | |
| **Evening** | |  | |
| **Mobile** | |  | |
| **Email Address:** |  | | | |
| **Do you hold a full UK driving licence?** | | YES | | NO |
| **Do you have the use of a car?** | | YES | | NO |
| **Are you permitted to work in the UK?** | | YES | | NO |

|  |  |
| --- | --- |
| **Employment History**  (Current or most recent employment, including voluntary work.) | |
| **Name of Employer:** |  |
| **Address:**  **Postcode:** |  |
| **Position Held:** |  |
| **Date Employed:** |  |
| **Salary:** |  |
| **Main Duties:** | |
| **Reason For Leaving:** | |

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| --- | --- |
| **Previous Employment**  (Paid and/or unpaid. Starting with most recent.) | |
|  | |
| **Employer’s Name**  **& Address:** |  |
| **Position Held:** |  |
| **Main Duties:** |  |
| **Dates Employed:** |  |
| **Reason for Leaving:** |  |
|  | |
| **Employer’s Name**  **& Address:** |  |
| **Position Held:** |  |
| **Main Duties:** |  |
| **Dates Employed:** |  |
| **Reason for Leaving:** |  |
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| **Previous Employment (continued)**  (Paid and/or unpaid. Starting with most recent.) | |
|  | |
| **Employer’s Name**  **& Address:** |  |
| **Position Held:** |  |
| **Main Duties:** |  |
| **Dates Employed:** |  |
| **Reason for Leaving:** |  |
|  | |
| **Employer’s Name & Address:** |  |
| **Position Held:** |  |
| **Main Duties:** |  |
| **Dates Employed:** |  |
| **Reason for Leaving:** |  |
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| **Education** | | |
| **School, College, University**  **or Higher Education Institution:** | **Courses/Subjects, Grades/ Qualifications Gained:** | **Date Gained:** |
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| **Training**  (Please give details of any vocational or professional training, short courses etc. which may be relevant to this role.) | | |
| **Training Institution:** | **Courses/Subjects & Qualifications Gained** | **Dates:** |
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| **Skills and Experience**  (Please tell us why you are applying for this job by outlining what experience, knowledge and skills you have that directly apply to this role. Please indicate especially how your skills and experience meet the requirements by making particular mention of the job description and person specification. This is your opportunity to sell yourself to us so please write as much as you wish/are able. We would recommend you write a minimum of 500 words.) |
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| --- | --- |
| **References**  (Please give details of two people, not related to you, who you know well and we can contact for a reference. One of these referees should be your most recent employer.  Please note references will only be taken up if you are selected for interview. If you are not happy for us to contact your referees prior to interview, please specify this.) | |
| **First Referee** | **Second Referee** |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address:  Postcode: | Address:  Postcode: |
| Email Address: | Email Address: |
| Telephone Number: | Telephone Number: |

**CONFIDENTIAL**

**Disclosure of Criminal Convictions for Exempt Posts**

In view 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 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1986 and 2009. We are therefore required to ask you to disclose all current or spent criminal convictions, bind over orders and cautions. Any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for employment in the exempt post.

If you knowingly conceal or omit to include any relevant facts and discovery is made after you have been appointed then you may be dismissed without notice. LinkAble will arrange an enhanced Disclosure & Barring Service check (DBS) for the successful candidate.

Disclosure: I hereby declare the following criminal convictions, bind over orders and cautions with details of sentences and dates. **(If none please state NONE)**

|  |  |  |
| --- | --- | --- |
| **Conviction/Order/Caution/Penalty** | **Date** | **Place** |
|  |  |  |
|  |  |  |
|  |  |  |

Name: Post Applied For:

Signature: Date:

|  |  |
| --- | --- |
| **Disqualification By Association** | |
| Have you been involved with the Police, such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, cautioned or convicted before or during your employment at your setting? | Yes / No |
| Comments |
| Has anyone that lives in the same household or property as you been disqualified or barred from working with children under the Childcare Act 2006 | Yes / No |
| Comments |
| Has anyone that lives in the same household or property as you been cautioned or convicted of an offence that may have a bearing on your suitability to work with children? | Yes / No |
| Comments |
| Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection plan under Section 47 of the Childcare Act 1989? | Yes / No |
| Comments |
| If you have answered yes to any of the above please give further details |  |

**SIGNATURE:** …………………………………............................ **DATE:** …………..

**PRINT NAME:** ………………………………............................................................

I declare that the information I have provided is true and understand that any falsification of information will be judged as serious misconduct and may result in dismissal / withdrawal of any offer of employment. I understand that I am required to notify the HR Manager of any changes in respect of this declaration throughout the entire course of my employment.

LinkAble wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes only.

If you have any questions about this form, please contact the Human Resources Team who will be happy to assist you.

Please return the completed form to [HR@LinkAble.org.uk](mailto:HR@LinkAble.org.uk) Thank you in advance!

**Gender** Male  Female  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐    No ☐  Prefer not to say ☐

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African  Caribbean  Prefer not to say 

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other White background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual  Undecided  Prefer not to say 

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

**Completion of Form**

I confirm that I have completed this application form correctly to the best of my knowledge. I understand that if I have provided information that is proved to be false then my application may be considered void and will not proceed.

**Name: Post Applied For:**

**Signature: Date:**