

**Section 1 – Contact Details**

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| **C:\Users\user\Pictures\photo symbols\hires_images\JobCentre.jpg** | **Job Applied for:** |  | |
| **C:\Users\user\Pictures\photo symbols\hires_images\Name6.jpg** | **Name** |  | |
| **C:\Users\user\Pictures\photo symbols\hires_images\Envelopewrite.jpg** | **Address:** |  | |
| C:\Users\user\Pictures\photo symbols\hires_images\Telephone.jpg | **Telephone**  **Number:** |  | |
| C:\Users\user\Pictures\photo symbols\hires_images\Email.jpg | **Email Address:** |  | |
| **How would you like to be contacted:** | C:\Users\user\Pictures\photo symbols\hires_images\Postbox.jpgC:\Users\user\Pictures\photo symbols\hires_images\Email.jpgC:\Users\user\Pictures\photo symbols\hires_images\Telephone.jpg | | |
| Do you have permission to work in this country?  For example a UK passport, work permit or visa? | | | Yes  No |

**Section 2 – Education and Qualifications**

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| **C:\Users\user\Pictures\photo symbols\Books.png**  **What education and qualifications (certificates or exams) do you have?** | |
| Name of the Qualification | Date of the Qualification |
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**Section 3 – Work or voluntary work**

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| **What jobs have you had? This could be paid or voluntary.**  C:\Users\user\Pictures\photo symbols\thumb_images\JobCentre.jpg | | | |
| Where did you work? | What was the job? | When did you work there?  **From To** | |
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**Section 4 - Training**

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| **C:\Users\user\Pictures\photo symbols\hires_images\Place_Training_Room.jpg**  **What training courses have you done?** | |
| Name of Training Course | When did you do the training? |
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**Section 5 - Referees**

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| **Please give us the contact details of 2 people we can write to, to ask for more information about you, such as a previous employer or tutor. We will only write to these people after the interview if you are successful.** | | | |
| **Reference 1** | | **Reference 2** | |
| **C:\Users\user\Pictures\photo symbols\hires_images\Name6.jpg** |  | **C:\Users\user\Pictures\photo symbols\hires_images\Name6.jpg** |  |
| **C:\Users\user\Pictures\photo symbols\hires_images\Envelopewrite.jpg** |  | **C:\Users\user\Pictures\photo symbols\hires_images\Envelopewrite.jpg** |  |
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| C:\Users\user\Pictures\photo symbols\hires_images\Email.jpg |  | C:\Users\user\Pictures\photo symbols\hires_images\Email.jpg |  |
| How do you know this person? |  | How do you know this person? |  |

**Section 6 – Interest in the job**

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| **Please give us examples of when you did the things we ask for in the Job Description.** |
| Use the ‘What does this job involve?’ section in the Job Description to answer this question, |
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| **C:\Users\user\Pictures\photo symbols\hires_images\Yes.jpg**  **Why would you like this job?**  **Why you would be good at it?** |
| Use the ‘Skills and Experience’ section in the Job Description to answer the question. |

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| **Is there anything else you would like to tell us that would help us consider you for this job?** |
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**Section 7 – Equal Opportunities**

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| **C:\Users\user\Pictures\photo symbols\Blood_Pressure2.jpgInclusion Gloucestershire is committed to equal opportunities, please give us details of any assistance you may need in order to attend an interview.** |
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**Section 8 – Declaration**

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| **C:\Users\user\Pictures\photo symbols\Consent-Form-Yes.jpg**  **Declarations** |
| The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 so you must tell us about any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to Nacro guidance and DBS website. |

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| **C:\Users\user\Pictures\photo symbols\Cross-Examination-2.jpg**  **Criminal Convictions** | |
| Do you have any unspent criminal convictions? | Yes No |
| Are you disqualified from working with children, young people or vulnerable adults? | Yes No |

If you have ticked **yes** then please give details on a separate sheet and enclose it in an attached envelope.

Please note that if you are successful you will be required to complete a Disclosure & Barring Service form and an enhanced DBS check will be undertaken

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate below if you are related to anyone who already works or volunteers for Inclusion Gloucestershire** | | | | |
| Yes No | How are they related to you? | |  | |
| How did you hear about this job? | |  | | |
| We keep applications for 6 months from the closing date. Are you happy for us to do this with your application? | | | | Yes No |

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| **I confirm that the information given in this form is correct.\***  *\* If it is not you may lose this job* | | | |
| **Signed:** |  | **Date:** |  |

**Section 9 – How to return your Application Form**

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| **Please return the completed application form by email to:** [**info@inclusion-glos.org**](mailto:info@inclusion-glos.org) | |
| **C:\Users\user\Pictures\photo symbols\thumb_images\Envelopewrite.jpg** | Or by post to:  Inclusion Gloucestershire  Railway House  Bruton Way  Gloucester  GL1 1DG |