

**APPLICATION FORM**

|  |  |
| --- | --- |
| POSITION APPLIED FOR: |  |

**SECTION 1 – PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title | First Name | Last Name |
|  |  |  |

|  |
| --- |
| Home Address (Including Postcode) |
|  |

|  |  |
| --- | --- |
| Telephone Number (Landline) | Telephone Number (Mobile) |
|  |  |

|  |
| --- |
| Email Address |
|  |

|  |  |
| --- | --- |
| National Insurance No: | Do you require a Visa to work in the UK? |
|  | YES / NO |

**Please note: if the information requested below in Sections 2 to 4 is contained in your CV, you may submit your CV with this application and go straight to Section 5**

**SECTION 2 - EDUCATION**

Please give details of your Secondary, Further and Higher Education history.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School/College/University | Qualifications/Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please give details of any professional qualifications

|  |  |  |
| --- | --- | --- |
| Qualification | Awarding Body | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 3 - EMPLOYMENT**

Please give details of your current or most recent employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Job Title | Employer Name & Address | Date |
|  |  |  |  |  |

Please give details of your previous employment and explain any breaks in work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Job Title | Employer  Name & Address | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please give details of any voluntary or unpaid work you have undertaken.

|  |  |  |
| --- | --- | --- |
| From | To | Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 4 – TRAINING & PROFESSIONAL DEVELOPMENT**

Please give details of any courses or conferences that you have attended that are relevant to the role you have applied for. Please focus on the most relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Details | Grade (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 5 – REFENCES**

Please provide the name and address of two referees, one of which should be your current or most recent employer. Please do not give details of a relative or friend. References will not be taken until after interviews have taken place

|  |  |
| --- | --- |
| Reference 1 | Reference 2 |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Email: | Email: |
| Telephone No: | Telephone No: |
| Relationship to you: | Relationship to you: |

**SECTION 6 – DETAILS OF HOW YOU MEET THE SPECIFICATIONS OF THIS ROLE**

IMPORTANT: please refer to the job description. Ensure that you show evidence that you can fulfil the key responsibilities of the role by answering the questions below. The more clearly you show us that you meet our requirements the easier it is to shortlist your application.

Why are you interested in this role?

|  |
| --- |
|  |

Please outline how you think your skills and personal/professional experience would enable you to carry out the main duties and responsibilities of this role. Please also show us how you think you have the skills or experiences we are looking for

|  |
| --- |
|  |

Please tell us how you meet the values and personal beliefs required for this role?

|  |
| --- |
|  |

If there is any other information that you would like to be considered with your application, please add it below:

|  |
| --- |
|  |

**SECTION 7 – EQUAL OPPORTUNITIES**

We are committed to equal opportunities. Please give us details of any assistance, adaptations or help you may need to attend an interview.

|  |
| --- |
|  |

**SECTION 7 – DECLARATIONS**

The post you are applying for is ‘exempt’ from the **Rehabilitation of Offenders Act 1974** and therefore you are required to declare 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 <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/> and the DBS website <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>

|  |  |  |
| --- | --- | --- |
| PLEASE TICK √ | YES | NO |
| Do you have any unspent convictions/cautions? |  |  |
| Are you disqualified from working with children, young people or  vulnerable adults? |  |  |

If you have ticked yes to either of the above questions, we will contact you for further details.

Please note that the successful applicant will be required to complete a Disclosure & Barring Service form, and we will apply for an enhanced DBS check.

Are you related to anyone who already works or volunteers for

Inclusion Gloucester. Yes / No

If yes, please indicate below the nature of your relationship:

|  |
| --- |
|  |

How did you learn about this vacancy?

|  |
| --- |
|  |

We keep applications on file for 6 months after the closing date to consider applicants for any future vacancies. Are you happy for us to do this with your application?

YES / NO

I hereby declare that the information given in this form is, to the best of my knowledge, correct and that it gives an accurate record of my application and employment history. \*

\**Any fabrication may lead to future dismissal*

|  |  |
| --- | --- |
| SIGNATURE | DATE |
|  |  |

Please email the completed form to [info@inclusion-glos.org](mailto:info@inclusion-glos.org)

Or by post to: Inclusion Gloucestershire, 2 St Michaels Court, St Michaels Square, Gloucester GL1 1JB

For more information about Inclusion Gloucestershire please visit our website

[www.inclusiongloucestershire.co.uk](http://www.inclusiongloucestershire.co.uk)