

**Application form**

**Position applied for:**

**Please note that if the information required in Sections 1-4 is contained in your CV, you may submit that and go straight to Section 5**

**SECTION 1**

**Title First name Last name**

**Home address (including postcode) Telephone (landline) Telephone (mobile)**

**National Insurance Number Do you need a visa to work work inin the UK?in work in the UK?**

**Email address**

**SECTION 2**

Please give details of your education history including dates, what qualifications and grades you attained, and where relevant which awarding body.

**Secondary, Further and Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| From To | | School/College/University | Qualifications attained with grade and date |
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**Professional Qualifications**

Please continue on a separate sheet if necessary.

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| --- | --- | --- |
| Details | Awarding body | Date |
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**SECTION 3**

**Current or most recent employment**

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| --- | --- | --- | --- | --- | --- |
| From | To | Employer name and address | | Job title | |
|  |  |  | |  | |
| Please describe your main duties/achievements | | | Most recent/current salary | | Reason for leaving and length of notice required |
|  | | |  | |  |

**Previous employment**

Please give details of all previous jobs you have undertaken, explaining any breaks in work. Please continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer name and address | Job title | Reason for leaving |
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**Voluntary work or experience**

Please tell us of any voluntary or unpaid work you have undertaken. Please continue on a separate sheet if necessary.

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| --- | --- | --- |
| From | To | Details |
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**SECTION 4**

**Training & professional development**

Please give details of any training or professional development courses or conferences that you have attended that are relevant to the role you have applied for. Please continue on a separate sheet if necessary and focus on the most relevant.

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| --- | --- | --- | --- |
| From | To | Details | Grade (if applicable) |
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**SECTION 5**

**References**

Please give the names and addresses of two referees, one of which should be your present or most recent employer. Please do not offer a relative or personal friend.

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

|  |  |
| --- | --- |
| Do you have a full clean UK driving license |  |
| Do you have access to a vehicle during working hours? |  |

**SECTION 6**

**Details of how you meet the specifications of the job**

IMPORTANT: Please refer to the Application Pack. Ensure that you show evidence that you are able to fulfill the key responsibilities by answering the questions below. The more clearly you show us that you meet the requirements the easier it is to shortlist you.

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| **Why are you interested in this role?** |

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| --- |
| **Please outline how you think your skills and personal/professional experience would enable you to carry out the main duties and responsibilities of the post** |

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| --- |
| **Please tell us how you meet the values and personal beliefs required for this post.** |

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| **If there is any other information that you would like to be considered with your application, please add it below (continue on a separate sheet if necessary)** |

**SECTION 7**

**Equal Opportunities**

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

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| --- |
| Details |
|  |

**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](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/disclosing-criminal-records-to-employers/) and DBS [website](https://www.gov.uk/government/publications/dbs-filtering-guidance).

Do you have any unspent convictions/cautions? Yes\* No

Are you disqualified from working with children, young people or vulnerable adults?

Yes\* No

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

Please note that the successful applicant 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 Nature of relationship

How did you learn of this vacancy?

|  |
| --- |
|  |

We keep applications on file for 6 months from the closing date to consider candidates 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 return the completed application form by email 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