



Job Application Form

The following information will be treated in the strictest confidence.

Position Applied For:						
Personal Details						
Name:		Date of Birth:				
Address:		Home Tel. No.				
		Mobile Tel. No.				
		Email Address:				
Post Code:						
Disability Support						
Do you have a disability or condition which would require consideration?	Yes	Details:				
	No					
If so, is there a procedure or action that will help us to support you appropriately during the application process?	Yes	Details:				
	No					
Do you have a current right to work in the UK?			Yes		No	
If no, please provide details:						
Are you involved in any activity that might limit your availability to work or your working hours e.g. local government?			Yes		No	
If yes, please provide details:						
Education & Qualifications – please provide your education and qualification history here:						

Employment History

Name and Address of Employer(s)	Job Title and Main Duties	Date of Departure and Reason for Leaving

How much notice are you required to give to your current employer (if applicable)?

Supporting Statement – Please tell us why you applied for this job and why you think you are the best person for the job (Use additional sheets or attach CV, if required).

Personal Development – Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

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IT Skills – Please list any IT applications or programmes you are familiar with and your level of competence:

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References – Please give the names and contact details of 2 people from whom we may obtain both work and character references.

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Interview Arrangements and Availability

Are there any dates when you will not be available for interview?

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When can you start working for us?	
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Source of Application – How did you hear about this vacancy?

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Criminal Record & DBS Certificate

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

If offered employment, we are required to check your up to date Disclosure and Barring Service (DBS) status before you are permitted to start work.

It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people or adults at risk. Are you on a barred list?	Yes		No	
Do you have a DBS Certificate?	Yes		No	
If yes, are you a current member of the Update Service?	Yes		No	
If yes, do you consent to this Update Service check being made by the Charity?	Yes		No	
Do you have any convictions, cautions, reprimands or final warnings, as defined by the Rehabilitation of Offenders Act 1975?	Yes		No	
If yes, please give full details:				
Data Protection Statement				
All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Charity will treat all personal information with the utmost confidentiality and in line with current data protection legislation.				
Should you be successful in your application, the information provided, and further information gathered at the relevant time, will be used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.				
Policies & Procedures - Copies of the following policies and procedures are available on request:				
<ul style="list-style-type: none"> • Equality and Diversity Policy • Recruitment of Ex-Offenders Policy • Safeguarding Adults Policy • Safeguarding Children Policy 				
These policies reflect the Disclosure and Barring Service Codes of Practice.				
Declaration				
I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by The Anthony Seddon Fund , in compliance with data protection legislation and as set out in Charity's Applicant Privacy Notice. I undertake to notify the Charity immediately of any changes to the above details.				
Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to receipt of a satisfactory Disclosure and Barring Service (DBS) check. I acknowledge that I have been given the option to receive a copy of Charity's Equality and Diversity Policy, which includes information relating to the recruitment of ex-offenders.				
I understand that any offer of employment is subject to the Charity being satisfied with the results of series of relevant checks including references, right to work, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).				
Signature:		Date:		
Printed Name:				