

Job Application Form

The information you provide in this application form will be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It will be used for the purposes of recruitment, including the assessment of your application, the completion of required pre-employment checks, and the creation of an applicant record.

All information will be stored securely and managed in line with The Anthony Seddon Fund's Privacy Policy.

If you would like to discuss how we use or store your information, please contact us at: office@tasfund.org.uk.

Personal Details							
Name		Date of Birth					
Address		Phone Number					
		Email Address					
		Preferred Contact Method					
Disability or Access Requirements							
<p>The Anthony Seddon Fund is committed to fair and inclusive recruitment. If you have a disability, health condition, or access requirements and need any adjustments during the application or interview process, or in the workplace, please let us know. This may include accessible interview arrangements or alternative formats for materials. Any information you provide will be treated confidentially, used only to provide appropriate support, and will not affect how your application is considered.</p> <p>Do you have any access needs or adjustments you would like us to be aware of? If yes, please provide details (optional):</p>			<table border="1"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes							
No							
Right to Work in the UK							
<p>Do you have the legal right to work in the UK?</p> <p>UK law requires us to confirm that all employees have the right to work in the UK. If you are offered a position, you will be required to provide appropriate evidence.</p>			<table border="1"> <tr> <td>Yes</td> <td></td> </tr> <tr> <td>No</td> <td></td> </tr> </table>	Yes		No	
Yes							
No							
Other Commitments / Availability							
<p>Do you have any other commitments that may affect your availability for the working hours of this role (for example, other employment or public duties)?</p> <p>We aim to accommodate different needs where possible. Any information you provide will be used only to understand your availability and will not negatively affect your application.</p>							

Education and Qualifications

Please outline any education, training, or qualifications that are relevant to the role you are applying for. This may include formal qualifications as well as non-traditional learning such as online courses, workshops, or in-house training.

You may either:

- Complete this section below; or
- Submit a CV instead.

If you do not have formal qualifications relevant to this role, you may leave this section blank.

Employment History

Please outline your employment history that is most relevant to the role you are applying for. This may include paid work, voluntary roles, or other relevant experience.

You may either:

- Complete this section below; or
- Submit a CV instead.

If applicable, please explain any significant gaps in your employment history.

Notice Period

If you are currently employed, how much notice are you required to give to your current employer?

Supporting Statement

Please tell us why you are interested in this role and how your skills, experience, and personal qualities make you suitable. You may wish to refer to specific aspects of the role description and provide examples that demonstrate how you meet the requirements of the role.

We welcome applications from people who share the values and ethos of The Anthony Seddon Fund; you may include how these align with your own values or experiences, if you wish.

You may either:

- Complete this section below; or
- Submit a CV and/or supporting statement instead.

Personal Development (Optional)

If you wish, please tell us about any activities outside of formal education or employment that have supported your personal development. This might include volunteering, community involvement, hobbies, or informal learning.

You may wish to highlight how these experiences have helped you develop skills or qualities relevant to this role.

You may either:

- Complete this section below; or
- Include this information within your CV.

IT Skills

Please outline any IT skills that are relevant to this role. This may include experience with email, calendars, document management, databases, or other digital systems.

You may wish to indicate your level of confidence with each system, but this is optional.

Examples may include Microsoft Outlook, Microsoft Word, online booking systems, or similar tools.

Interview Availability

Please let us know your availability for interview, including any preferred dates or times, and your earliest possible start date.

Source of Application

Please tell us where you heard about this job opportunity.

This information is for internal monitoring purposes only and helps us improve our recruitment outreach.

References

Please provide details for **two people** who can comment on your suitability for this role. Referees should not be family members.

At least **one referee should be able to comment on your work or volunteering experience**, for example in a professional, voluntary, or community context.

You should ensure that your referees are aware that you have listed them and are willing to provide a reference if requested.

Referee 1		Referee 2	
Name		Name	
Relationship to You		Relationship to You	
Organisation (if applicable)		Organisation (if applicable)	
Email Address		Email Address	
Phone Number		Phone Number	
May We Contact Your Referees Immediately?	Yes		No – Please contact me first

Criminal Record and DBS

This role involves contact with vulnerable adults and is subject to a Disclosure and Barring Service (DBS) check in line with our safeguarding policies.

Having a criminal record will **not necessarily** prevent you from being considered for this role. We are committed to fair recruitment and will assess any information disclosed on an individual basis.

Certain convictions and cautions are considered *protected* under the Rehabilitation of Offenders Act 1974 (Exceptions) Order and do not need to be disclosed. Further guidance is available from the Ministry of Justice.

If you are offered a position and do not currently hold a valid DBS certificate, we will support you through the process of obtaining one.

DBS Information

Do you currently hold a valid DBS certificate?	Yes		No	
If yes, are you registered with the DBS Update Service?	Yes		No	
Do you consent to an Update Service check being carried out by the charity?	Yes		No	

Declarations

Are you currently barred from working with children, young people, or adults at risk?	Yes		No	
Do you have any unspent convictions, cautions, reprimands, or final warnings that are not protected under the Rehabilitation of Offenders Act? If yes, please provide details below (this will be treated confidentially):	Yes		No	

Data Protection Statement

We are committed to protecting your personal data. Information provided as part of this application will be used for recruitment purposes only, including processing your application and contacting your referees.

Your data will be stored securely, with access limited to authorised personnel.

If your application is unsuccessful, we will retain your information for up to **12 months** for potential future opportunities, unless you request otherwise.

You have the right to access, correct, or request the deletion of your data at any time.

If you have any questions about how we handle your data, please contact **office@tasfund.org.uk**

Policies & Procedures

Copies of the following policies and procedures are available on request:

- Equality and Diversity Policy
- Recruitment of Ex-Offenders Policy
- Safeguarding Adults Policy
- Safeguarding Children Policy

These policies reflect the Disclosure and Barring Service (DBS) Code of Practice.

Declaration

I confirm that the information I have provided in this application is true and accurate to the best of my knowledge. I understand that providing false information or omitting relevant details may affect my application or, if appointed, my employment.

I consent to my information being processed for the purposes of this recruitment process, in line with data protection legislation and The Anthony Seddon Fund's Applicant Privacy Notice.

I understand that appropriate pre-employment checks may be carried out as part of the recruitment process. These may include references, right to work checks, and a Disclosure and Barring Service (DBS) check, where applicable.

I understand that any offer of employment will be subject to the satisfactory completion of these checks.

I acknowledge that I may withdraw my application at any stage of the recruitment process.

Name	
Signature	
Date	