**Application Form**

**1. Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |

|  |  |  |
| --- | --- | --- |
| Former Names: |  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.** |  | **Daytime Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Which post/s are you applying for?­­­­­­­­­­­­ |  | | | | |
| Are you free to remain and take up employment in the UK? | | Yes |  | No |  |
| You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence (if relevant to post applied for)** | | | | |
| Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |
| If no, please give details below | | | | |
| Do you own a car or have access to one? | Yes |  | No |  |
| You will be responsible for ensuring that you have the necessary vehicle insurance for use on business (if relevant to post) | | | | |

**2. Education / Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School (11+) | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |
| College / University | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |
| Ongoing Professional Development | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |

|  |
| --- |
| **Training and Development**  Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. |
|  |

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
|  |  |

|  |
| --- |
| Current Membership of Professional Body / Organisation |
| Please give details: |

**3. Employment History**

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary: |  | Notice Period or Leaving Date (if no longer employed): |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Days worked | Mon | Tues | Wed | Thurs | Fri | Wkend |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| Number of days now available: |  |

|  |
| --- |
| **Brief description of duties:** |
|  |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Leaving Date (if no longer employed): |  |

|  |
| --- |
| **Brief description of duties:** |
|  |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  | |
|  |  | |
|  | |  |  | | --- | --- | | Postcode: |  | |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Leaving Date (if no longer employed): |  |

|  |
| --- |
| **Brief description of duties:** |
|  |

**3. Personal Statement**

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| --- |
| Please supply details about yourself and your suitability to this post |

**4. Convictions / Disqualifications**

Upon offer of employment we reserve will request a Disclosure and Barring Service at Enhanced level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

|  |
| --- |
| **Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:** |

**5. References**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference 1  Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | | Reference 2  Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |

We will seek references for short-listed candidates before interview once your permission has been obtained (in line with our safe recruitment policy)

We reserve the right to contact any of your other previous employers within the last three years.

**6. Declaration**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

|  |
| --- |
| Statement to be Signed by the Applicant  I agree that Communicate can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998. **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**  **I confirm that I am not disqualified to work with children, on the Barred Lists of the Independent Safeguarding Authority or subject to sanctions imposed by a regulatory Authority and that I have no convictions, cautions or bind-overs, including those regarded as 'spent'. OR**  **If I have any criminal records** **I have attached details of my criminal record in a sealed envelope marked 'confidential'.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |

|  |
| --- |
| If you return this form by email, you will be asked to sign your application at Registration meeting / interview. |

|  |  |
| --- | --- |
| **By Hand or Post:**  Communicate SLT CIC  Unit 29  Enterprise Centre  Lytham Road  BLACKPOOL  FY4 1EW | **By E-Mail:**  [enquire@communicate-slt.org.uk](mailto:enquire@communicate-slt.org.uk)  **Enquiries:**  Telephone: 01253 462123 |

