

Pro Forma Application Form

|  |  |
| --- | --- |
| For the Post of: |  |

|  |  |
| --- | --- |
| Name: |  |
| Date of Birth: |  |
| Address: |  |
| Time at Current Address: |  |
| Previous Address: |  |
| If resident less than 5 years at current address |
| Telephone Number: |  |
| E-mail: |  |
| Name & Address of Current or most recent Employer: |  |
| Post Held: |  |
| Salary: |  |
| Date Appointed:Please give leaving date if you have already left. |  |
| Responsibilities of role: |  |
| Reason for leaving/ looking to leave: |  |
| Dates & Details of Education and other Relevant Qualifications: |  |

Details Of Previous Paid And UnpaidWork

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates:** | **Post:** | **Employer’s Name & Address** | **Responsibilities****& salary** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please add more rows if necessary*

SUPPORTING STATEMENT

*Please use this space to tell us why you are interested in the position, and why you would like to work for Step Together Volunteering.* ***(Max 2 pages)***

|  |
| --- |
|  |

**REFEREES**

Details of two referees, one of whom must be your current/most recent employer. If you are not able to provide a reference for your current/most recent employer, please explain why.

**Referee 1:**

|  |  |
| --- | --- |
| Name: |  |
| Post: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| E-Mail: |  |

**Referee 2:**

|  |  |
| --- | --- |
| Name: |  |
| Post: |  |
| Organisation: |  |
| Address: |  |
| Telephone: |  |
| E-Mail: |  |

**Recruitment of Ex-Offenders**

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 (Amendment) (England and Wales) Order 2013.

For further information please refer to DBS filtering Guidance available at [www.gov.uk/dbs](http://www.gov.uk/dbs).

Having a criminal record will not necessarily prevent you from being offered employment. Please refer to Step Together’spolicy statement on Recruiting Applicants with Criminal Records.

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not ‘protected’ could result in disciplinary proceedings or dismissal. Further advice on disclosing a criminal record can be obtained from Nacro at [www.nacro.org.uk](http://www.nacro.org.uk)

**Criminal Record Declaration**

Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amendment) (England and Wales) Order 2013? Y/N\_\_\_\_\_\_\_

If you have answered yes, please provide details of your criminal record in the space provided on the next page.

**Alternatively** you can disclose your record under separate cover stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the position applied for.

|  |
| --- |
| Please provide details of your criminal record here: |

If you have provided details of your criminal record under separate cover, please tick this box:🞎