**Please complete this Application Form using BLACK INK as the details may be photocopied.**

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| **Post applied for:** |  |
| **Closing date:** |  |

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| **PERSONAL DETAILS** | | | |
| First name: |  | Surname: |  |
| Address: |  | | |
| Home Tel: |  | Mobile: |  |
| Email address: |  | | |

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| **OUTSIDE WORK INTERESTS**  Give details of any hobbies and membership of clubs and groups |
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| Do you hold a valid current Driving Licence? | **YES / NO** | Do you own a car? | **YES / NO** | |
| How long a notice period are you required to work? |  | | | |
| **PERSONAL STATEMENT**  Give reasons why you are interested in this position and describe briefly how your past experience makes you a suitable candidate. Please ensure you refer to the job description and person specification (continue on a separate sheet of paper if necessary). | | | |
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| Have you ever had any contact with this organisation previously? | **YES / NO** |
| If yes, in what capacity and when? | |
| Are any of your family members employees of Alabaré? | **YES / NO** |
| If yes, please give details: | |
| Do you have any friends/family who are Service Users of Alabaré? | **YES / NO** |
| If yes, please give details: | |

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| **EMPLOYMENT HISTORY**  Please start with most recent employment (continue on a separate sheet if necessary) | | | | | | |
| Employers Name & Address | Position held & brief outline of duties | | | Reason for leaving | | |
|  |  | | |  | | |
| Give reasons for any gaps: | | | | | | |
| **EDUCATION**  Please be prepared to provide proof of qualifications | | | | | | |
| Senior School Name & Address | | | Subjects | | Grade | |
|  | | |  | |  | |
| College/ University Name & Address | | | Subjects | | Grade | |
|  | | |  | |  | |
| **PROFESSIONAL QUALIFICATIONS**  Include date of registration/ enrolment/ registration number | | | | | | |
| ***Please provide evidence of qualifications*** | | | | | | |
| **ADDITIONAL LANGUAGES**  Please list below details of any foreign languages you speak | | | | | | |
|  | | | | | | |
| **REFERENCES**  Please note that referees will not be approached without your agreement prior to an offer of employment. Please make sure all details are provided. | | | | | |
| **1. Present or most recent employer** | | **2. Previous employer/ or other (please specify):** | | | |
| Company name: | | Company name: | | | |
| Referee: | | Referee: | | | |
| Referee’s job title: | | Referee’s job title: | | | |
| Company address: | | Company address: | | | |
| Postcode: | | Postcode: | | | |
| Phone number: | | Phone number: | | | |
| Email: | | Email: | | | |

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| **DECLARATION**  **All applicants for positions within Alabaré that are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 must disclose certain information.** | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | | | **YES / NO** |
| If yes, please give brief details: | | | |
| **I understand that as part of Alabaré’s Safer Recruitment Policy, all successful applicants will be required to complete an Enhanced DBS disclosure.**  **I authorise Alabaré to verify with the Home Office/ Borders and Immigration Agency to establish my immigration status and eligibility to work in the UK.**  Please sign and date this application form to indicate that all the information is correct and complete.  Any misleading statements may be sufficient for cancelling any agreements made. | | | |
| Signature: |  | Date: |  |