****

**Application for employment**

All information will be treated as strictly confidential and no approach will be made to any person without your permission.

|  |
| --- |
| **Position applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Job Reference Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Is your ability to perform this job limited in any way? If yes, how could we help you to overcome these limitations?* |
|  |

|  |
| --- |
| **Personal details**  Title: Forename(s): Surname:  Home address:    Postcode: Home telephone:  Email Address:  Mobile Number: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education and training**  *(most recent first, including GCSEs)* | | |  |  | |
| School, college, etc. | | | Dates | Qualifications | |
| **Previous employment** | | | | | | |
| Name & address of  employer | Dates | Job title  or Duties | | | Reason for  Leaving. | |
|  |  |  | | |  | |

|  |
| --- |
| **Personal Statement**  Please study the enclosed Person Specification. You should give examples that demonstrate you meet each of the required criteria listing the skills you have relevant to the job. Continue on a separate sheet if necessary.(No more than 1 page font 11) |
|  |

**Please state your availability for an average week.** (state AM/PM/ EVENING or HOURS)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Sat | Sun |
|  |  |  |  |  |  |  |

|  |
| --- |
| **Interests** |

**Driving licence, etc**

Current driving licence? Yes/No. If yes, type of licence: **Full Provisional**

Do you own/have use of a car for work? Yes/No

Any current endorsements? Yes/no. If yes, give details

Any motoring prosecutions pending? Yes/no. If yes, give details

|  |
| --- |
| **List any criminal convictions other than “spent” convictions. If none, state “none”.** This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, bind-overs, including those regarded as ‘spent’, must be declared.  The information provided will be confidential and will be considered only in relation to this application. |

|  |
| --- |
| **List any absences from work during your last 12 months (other than holidays) with reasons.** |

Do you have a disability? Yes/no

If yes, please give details:

* *Please note that we are asking this question so we can make arrangements for you at interview and if applicable after the appointment.*

|  |  |
| --- | --- |
| **Work Reference:**  Name:  Position:  Address:    Post code:  Telephone:    Email: | **Work Reference:**  Name:  Position:  Address:  Post code:  Telephone :  Email: |

|  |
| --- |
| **Declaration**  The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated. I also declare that I am not on List or disqualified from work with children.    Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DATA PROTECTION**  I hereby explicitly consent to Activate Community and Education Services holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.    Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

|  |  |
| --- | --- |
| Forms completed / enclosed please ✓ to specify | |
| Application Form |  |
| Diversity Monitoring Form |  |

*Activate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The successful applicant will be required to undertake appropriate checks as well as providing proof of your right to work in the UK.*

**Return application form and diversity monitoring form by email** [**jobs@activateces.org.uk**](mailto:jobs@activateces.org.uk) **or post to**:

VACANCIES

Activate

The Bracknell Centre

Brackenell Avenue

Southdene

Kirkby

L32 9PW

T: 0151 545 1279

**Continuation Sheet**

Please continue to list your Qualifications/ Training and Employment here if required.

|  |  |  |
| --- | --- | --- |
| **Education and training**  *(most recent first, including GCSEs)* |  |  |
| School, college, etc. | Dates | Qualifications |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment** |  |  |  |
| Name & address of  employer | Dates | Job title  or duties | Reason for  Leaving |