****

**APPLICATION FOR EMPLOYMENT**

Applicants will be shortlisted for interview by demonstrating on their application form and attached continuation sheets that they have the skills, knowledge and experience necessary to do the job.  It is therefore vital that you complete all sections of the application form fully.

Once complete, please return your application form to [bethany.speakman@supportabiity.org.uk](mailto:bethany.speakman@supportabiity.org.uk)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Application for the post of | |  | | | | |
| Surname | |  | | | | |
| Previous Surname (if applicable) | |  | | | | |
| First Name(s) | |  | | | | |
| Contact Telephone Number | |  | | | | |
| Address | |  | | | | |
|  | | | | | | |
|  | | | | Postcode |  | |
| Email Address | |  | | | | |
| Do you hold a valid UK driving licence |  | | Do you have use of a car insured for business purposes? | | |  |
| Are you related to any Supportability member of staff, committee member, volunteer or service user? If yes, please give details | | | |  | | |

**EMPLOYMENT HISTORY**

Please provide a full and complete employment history below starting with your current or most recent employer. This can include temporary, full time and part time positions or voluntary work. Please explain any gaps in employment.

|  |  |
| --- | --- |
| Name of present or last employer | |
| Job Title | Current Salary |
| Dates of Employment | Reason for Leaving |
| Notice Period |  |

**PREVIOUS EMPLOYMENT HISTORY**

– please continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| JobTitle | Name of Employer | Dates Employed |
|  |  |  |

**EDUCATION & TRAINING**

Please list below details of educational qualifications which you have been awarded.

|  |  |
| --- | --- |
| Qualification Achieved | Date/Place Obtained |
|  |  |

Please list below any short courses that you have attended.

|  |  |
| --- | --- |
| Name of Course | Date Attended |
|  |  |

**REFERENCES**

Please give details of two referees, one of which must be your present or last employer unless you do not have a previous employer.  If you are known to either referee by a different surname, please give details below.

|  |  |  |
| --- | --- | --- |
| Referee Name & Position | Company Name & Address | Telephone No. and Email |
|  |  |  |
| Referee Name & Position | Company Name & Address | Telephone No. and Email |
|  |  |  |

**SUPPORTING INFORMATION**

Using the job description and person specification, please provide details of experience, skills or knowledge gained in paid or unpaid employment, work experience or other circumstances which you consider support your application.

This is the only evidence the shortlisting panel are able to use in selecting candidates for interview – please use the space provided below and continue on a separate sheet if necessary.

|  |
| --- |
|  |

|  |
| --- |
|  |

**DISCLOSURE & BARRING SERVICE CHECK**

**Disclosure and Barring Service Check**

All offers of employment are subject to the receipt of a satisfactory Disclosure and Barring Check. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013) provides that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. The disclosure of a criminal record will not necessarily bar you from working with Supportability, we will consider the nature f the offence, how long ago and at what age it was committed along with any other relevant factors.

Have you any unspent convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013)?

Yes  No

If you have any unspent convictions, cautions, reprimands or warnings you must declare this in writing to the HR Department with this application. Any information given will be treated in strict confidence by the HR Department and selection panel.

**EQUALITY ACT**

Do you consider yourself to have a disability as defined under the Equality Act 2010?

Yes  No

Any applicant who meets this definition will be guaranteed an interview if he/she satisfies the minimum criteria for the post.  As part of our Equal Opportunities Policy, we welcome applications from disabled people and members of all other groups who face discrimination in society and are under-represented in our workforce.

**GENERAL DATA POTECTION REGULATION**

Supportability take the protection of your personal data seriously. The details of our processing activities in relation to your personal data are contained within our Recruitment Privacy Policy, a copy of which is available from the HR Department. By signing below, you give your consent to Supportability to process the data supplied in this application form for the purpose of recruitment and selection of the role applied for in the ‘job title’ section of this application form.

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECRUITMENT DATA RETENTION**

Subject to your consent, we would like to retain your details if you are unsuccessful in your current application, for the purposes of recruiting for any future roles within the Society. We would like to retain your details for a period of 6 months from the date of this application. We would not share this information with any third party organisations.

I [do / don’t] [\*\*delete one\*\*] give my consent to be contacted in the future regarding similar or other positions within the organisation that are relevant to the skills outlined in my application.

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have the right to withdraw your consent, access the Data we hold about you or correct any mistakes at any time and can do so by contacting the Data Controller.

**CANDIDATE DECLARATION**

|  |  |
| --- | --- |
| I hereby declare that the information given in this form is correct.   I recognise that any false information or misleading information later revealed may result in disciplinary action against me, up to and including dismissal. | |
| Signature | Date |