

**Application Form**

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| **Personal Details** | | | |
| Surname |  | Forename (s) |  |
| Title |  | Date of Birth |  |
| Address |  | | |
| Contact Details | | | |
| Phone |  | E-mail |  |

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| **Job Applied for** |  |

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| **Present or most recent employment, salaried or voluntary work** | | | | |
| Job Title |  | Name of Employer |  | |
| Hours Worked |  | Dates of Employment |  | |
| Notice Period |  | Current Salary Plus Benefits |  | |
| Employers Address |  | | | |
| Description of Responsibilities |  | | | |
| Reason for Leaving |  | | | |
| The Working Time Regulations place a maximum limit of weekly hours worked (48 hours). Will you continue in any other employment, should you be offered this appointment? | | | |

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| **Previous Employers** Please include paid and unpaid work and explain any gaps in employment. Continue on a separate sheet if necessary. | | |
| **Name of Employer** | **Job title and Brief Description of responsibilities** | **Dates of commencement** |
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| **Education and training courses** |
| Please give details of your educational and training qualifications, including subjects taken, where appropriate. You may be required to provide proof of qualifications and training courses. |
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| **Skills, Abilities, Experience and Achievements** |
| Please give details of your skills, abilities and achievements and experiences, use examples to demonstrate how you meet the criteria of the role listed in the job description. |
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| **References** | | | |
| Please give names and contact details of two referees. One referee should be your present or most recent employer. References will not be taken up until an offer of employment has been made. | | | |
| **Referee 1** | | | |
| Name |  | Relationship to you |  |
| Occupation |  | Organisation |  |
| Telephone number |  | Email |  |
| Address |  | | |
| **Referee 2** | | | |
| Name |  | Relationship to you |  |
| Occupation |  | Organisation |  |
| Telephone number |  | Email |  |
| Address |  | | |

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| **Reasonable Adjustments** If you require reasonable adjustments to the recruitment process, including the application process and interview, please provide details on a separate sheet of paper |

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| Are you eligible to work within the UK? |  |
| Are you required to have a work permit to work in the UK? |  |
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| **Convictions / Disqualifications** | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  (Y/N)  Some posts within DASH are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable Adults and will require a Disclosure and Baring Service Check. When applying for an exempt post, please supply details of your conviction(s) on a separate sheet.  The amendments to Exceptions Order 1974 (2013 and 2020) provides that certain spent convictions and cautions are ‘protected’ and are not subject to discloser to employers and employers cannot be take them into account.  Guidance on the criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  If answered Yes. Please provided the relevant information on a separate sheet of paper. | |

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| **Declaration** | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested may result in my application being disqualified or may lead to my dismissal or disciplinary action if employed. | | | |
| **Signature** |  | **Date** |  |

**Please return this form along with the ‘Equal Opportunities Form’ via email or post.**

**Email Address:** [**info@dashswindon.com**](mailto:info@dashswindon.com)

**Postal Address:** DASH, Sanford House, Sanford Street, Swindon, SN1 1HE