

Alexandra House
20 Crownhill Fort Road, Crownhill, Plymouth PL6 5BX
Tel: 01752 781888

The information on this form will be treated in confidence. Any offer of employment will be subject to a DBS check and where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a C.V., written references, examples of work or other supporting information unless it is specifically requested.

Application for the position of: _____

Personal Details

Title (Mr, Mrs etc.) _____

Surname: _____

Forenames: _____

Email: _____

Previous Name(s): _____

Address: _____

Tel. No. evening: _____

Tel. No. (day) _____

Mobile Telephone: _____

Are you related to any elected member of the Trustees or any employee of this organisation?

Yes No Don't know

If yes please give the name of the elected Trustee/Member or employee:

Present or most recent employment

Job title: _____

Name of Company: _____

Address: _____

Date Started: _____

From: _____ To: _____

Salary: _____

Period of notice required in this employment:

Reason for leaving/wishing to leave:

Voluntary work history:

From	To	Organisation and address	Your position and main responsibilities	Reason for leaving

Paid Work History in full, beginning with the most recent post first.

From	To	Organisation and address	Your position and main responsibilities	Reason for leaving

Continue on a separate sheet if necessary.

Please explain any gaps in your employment history below:

Formal Education and Qualifications

Beginning at 16 years of age, to include GCSEs

Dates From To	Educational establishment attended	Qualifications obtained and grades

Training Courses

Dates From To	Provider	Qualifications

References

Please provide the name and address of two professional referees, one of whom should be your current or most recent employer. Please do not use relatives, partners or friends as referees.

1.

Name _____

Job Title _____

Address _____

Tel. No. _____

Email: _____

For how long and in what capacity does this person know you? _____

2.

Name _____

Job Title _____

Address _____

Tel. No. _____

Email: _____

For how long and in what capacity does this person know you?

These referees should have knowledge of your ability to work with children.

Please note that we will contact these referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns to which you may have been subject. If you have any concerns about this please contact us on 01752 781888 to discuss any issues.

Personal statement

By referring to the Job Description for the post, please outline in approximately 500 words the reasons why you may be the right person for this post. Continue on an additional sheet if necessary. Please do not omit this section from your application (see guidance notes enclosed).

EQUAL OPPORTUNITY

Alexandra House is committed to being an equal opportunities employer. No job applicant shall receive less favourable treatment on the grounds of race, culture, colour, nationality, ethnic or national origin, religion, or other belief systems, sexual orientation, gender, disability or marital status. Alexandra House is opposed to racist or sexist practices and attitudes and is committed to translating this into all aspects of its work.

In order to monitor the effectiveness of our equal opportunity policy, applicants are asked to complete the following information. (The interviewing panel will not see this sheet).

Gender: **MALE/FEMALE**

Ethnic origin:

African	<input type="checkbox"/>	Asian	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
UK European	<input type="checkbox"/>	Other European	<input type="checkbox"/>

Other please specify _____

If you would prefer to define your own ethnicity please do so.

We follow the legislation within the Disability Discrimination Act. We will make adjustments and offer alternatives to help a person with a disability through the application and selection process.

Personal Declaration

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. For these positions you are not entitled to withhold information about police cautions, bind-overs or any criminal convictions, including any that would be considered spent – under the Act.

Have you ever been convicted of an offence or given a caution? YES/NO

If yes, please give details on a separate sheet and attach to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that if my application is successful I will be required to obtain a DBS disclosure at the enhanced level.

Signed: _____

Declaration

For the purpose of the Data Protection Act 1998, I consent to the information contained in this form, being processed and used in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the ISA, Secretary of State, or regulatory body.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Signed: _____

Dated: _____

Print Name: _____

All candidates applying for employment by email will be required to sign and date this form if invited to attend interview.