  
***Application form***

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| --- | --- |
| Vacancy Title: |  |
| Please tell us how or where you heard about this vacancy: |  |

1. **Personal Details**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Address: |  |
|  |
| Postcode: |  |
| Telephone number: |  |
| Email address: |  |
| National Insurance number: |  |

Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk/)

**Rehabilitation of Offenders Act 1974**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.  
  
Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

Yes

No  
  
If yes, please give details below:

|  |
| --- |
|  |

1. **Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School (11+) | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |
| College/University | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |
| Ongoing Professional Development | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |

**Training and Development**

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application

|  |  |
| --- | --- |
| Training Course | Course Details (including length of course/nature of training/accreditation) |
|  |  |

**Current Membership of Any Professional Body/Organisation**

Please give any relevant details including grade of membership:

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1. **Employment History**

Please include any previous experience (paid or unpaid), starting with the most recent first.

**Current or most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | | |
| Address: |  | | |
|  |  | | |
| Postcode: |  | | |
| Position held: |  | | |
| Date started: |  | Date ended: |  |
| Notice period: |  | | |

|  |
| --- |
| Brief description of duties: |
|  |

**Previous employer:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | | |
| Address: |  | | |
|  |  | | |
| Postcode: |  | | |
| Position held: |  | | |
| Date started: |  | Date ended: |  |
| Notice period: |  | | |

|  |
| --- |
| Brief description of duties: |
|  |

**Previous employer:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employer: |  | | |
| Address: |  | | |
|  |  | | |
| Postcode: |  | | |
| Position held: |  | | |
| Date started: |  | Date ended: |  |
| Notice period: |  | | |

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| --- |
| Brief description of duties: |
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1. **Statement**

Please tell us with careful reference to the Person Specification, why you are suitable for the role and what your motivation is for working for us. Illustrate your answer by referring to things you have achieved in your previous or current job roles, as a volunteer, and from your life responsibilities, which show how your experience is directly relevant to the tasks you will undertake. Please give specific examples and continue on an additional sheet/s if necessary.

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1. **References**

**Reference 1**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address |  |
| Contact number: |  |
| Email: |  |
| How is this person known to you: |  |

Do you wish to be consulted before this referee is approached:

Yes

No

**Reference 2**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address |  |
| Contact number: |  |
| Email: |  |
| How is this person known to you: |  |

Do you wish to be consulted before this referee is approached:

Yes

No

We reserve the right to contact any of your other previous employers within the last three years.

1. **Declaration**

**Statement to be Signed by the Applicant**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

***I agree that Autograph can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation (GDPR).***

***I confirm that all the information given by me on this form is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the company being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions and, if necessary for the role, a Disclosure & Barring Service check at the appropriate level.***

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

When you return this form by email, you may be asked to sign your application at interview.

Please note here any other employment you would continue with, if you were successful in obtaining this role:

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| --- |
|  |

If offered employment, when could you start the role?

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All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process the information provided by you in this form. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at **autograph.org.uk/autograph-job-applicant-privacy-notice**