

# Application Form



Please complete in black ink or typescript so it can be photocopied.

**Position:** \_\_\_\_\_

*For office use*

**Location:** \_\_\_\_\_

*Reference:*

## Personal Details

Title:	Surname:				
Forenames:		Previous Name:			
Address:		Telephone Number			
Post Code:		Home:			
		Work:			
		Mobile:			
National Insurance Number:		Email: <i>* Required Field</i>			

## Present Position

Period of notice required \_\_\_\_\_

Employer Address	Job Title Duties/Responsibilities	Full or Part time	Salary	Dates	Reason for leaving



## Previous Experience

Please complete in reverse chronological order (ie most recent job first).

Employer Address	Job Title Duties/Responsibilities	Full or Part time	Salary	Dates	Reason for leaving

*Please give reasons for any gaps in employment including any unwaged or voluntary work.*



## Previous Experience (cont.)

Please complete in reverse chronological order (ie most recent job first).

Employer Address	Job Title Duties/Responsibilities	Full or Part time	Salary	Dates	Reason for leaving

## References

Please give details of three references, one of whom should be your present/most recent employer. References will not be accepted from relatives.

Name: Position:	Name: Position:	Name: Position:
Address:	Address:	Address:
Telephone:	Telephone:	Telephone:
Email:	Email:	Email:
Current Employer Previous Employer Personal/Character	Current Employer Previous Employer Personal/Character	Current Employer Previous Employer Personal/Character
May this referee be contacted without further authority from you? Yes No	May this referee be contacted without further authority from you? Yes No	May this referee be contacted without further authority from you? Yes No

***No appointment will be confirmed without first taking up references, please notify references and make sure they include both email and telephone details.***



## Qualifications & Education

Please give details of nationally recognised qualifications.

Subject and Qualification	Grade	Name and address of awarding institution or body	Dates



## Other relevant training

Subject and Qualification	Grade	Name and address of awarding institution or body	Dates



The criteria from the person specification section of the job description can be found on our website. Please describe your relevant qualifications, experience and personal attributes in order to illustrate your suitability for the vacancy. You may also wish to relate you own leisure and spare time interests.



## Additional Information

Please describe any experience you have relating to disability issues or individuals with learning difficulties and other impairments - in particular any personal involvement.

## Guaranteed interview for disabled people

We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who can show they meet the essential requirements for the job, we are pleased to guarantee an interview.

Details of Disability:

Please let us know about any reasonable adjustments you require to apply for this role and attend an interview and/or to help you to carry out this job should you be successful.



## Driving Licence

Do you have the ability to travel to other/multiple sites?    Yes                      No

## Work Permit

Do you require a work permit to work in the UK?                      Yes                      No

## Declaration of criminal records

### **Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children and adults are exempt from the Rehabilitation of Offenders Act 1974. However amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Short-listed candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service/PVG before your appointment is confirmed.

## Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) satisfactory references b) a satisfactory DBS/PVG certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with children or adults, cautioned or sanctioned in this regard.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Where did you hear about this vacancy?

Indeed

Social Media

Website

Other

**Please return to:** Recruitment - Circles Network.  
The Penthouse, Coventry Road, Cawston, Rugby. CV23 9JP

**or via email:** [hr@circlesnetwork.org.uk](mailto:hr@circlesnetwork.org.uk)

