

Section 2: Employment History and Voluntary Work

Begin with current/last job and cover whole employment history since leaving school, continuing on a separate sheet if necessary

Exact Dates		Name & Address of Employer	Job Title and Description of Main Responsibilities
From	To		
dd/mm/yy	dd/mm/yy		Reason for Wanting to Leave if current job: Notice period needed if current job:
/ /	/ /		Reason for leaving:
/ /	/ /		Reason for leaving:
/ /	/ /		Reason for leaving:

Section 3: Qualifications - Professional and Other

Begin with most recent first and continue on a separate sheet if necessary

Date Obtained		Name & Address of School/College/University/Awarding Body	Qualification and Grade / Level gained
From	To		
dd/mm/yy	dd/mm/yy		
/ /	/ /		
/ /	/ /		

Section 4: Other Training or Short Courses

Detail training relevant to the post you are applying for and continue on a separate sheet if necessary

Date Obtained		Details of Training and Short Courses
From	To	
dd/mm/yy	dd/mm/yy	
/ /	/ /	
/ /	/ /	

Section 5: Briefly detail why you meet the requirements of the job description for this job?

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Section 6: What interests, achievements and leisure activities do you have and would you bring to share with the people we support (for example hobbies, sports, clubs and association memberships)

Partners in Support endeavors to **match** staff with the people we support and this information will assist us with this process

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Section 7: Rehabilitation of Offenders Act 1974

The post you have applied for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions that have been imposed on you, spent or otherwise and any cautions, reprimands and warnings. Having a criminal record will not necessarily bar you from obtaining a position. In the event of employment, any failure to disclose such convictions will result in disciplinary action or dismissal.

Do you have any spent or unspent criminal convictions? Yes/No (delete as appropriate)

If yes, please give details below. (Please continue on separate sheet)

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Section 8: Asylum and Immigration Act 1996

Please tick those that apply to you:

I need permission to work in the UK
 I'm visiting UK on a working holiday Visa
 I am eligible to work in the UK

I hold a student Visa
 I require a work permit
 If you have a work permit, when does it expire:
 dd/mm/yyyy:

I've previously been employed / interviewed by Partners in Support
 I'm related to someone working in Partners in Support

Please give details:
 Please give details:

Section 9: References

Please give details of at least 2 **references** covering the last 2 years. If you have worked for the same organisation for the past 2 years then please give the reference details of either your previous employer as your second reference or a personal reference of someone that knows you very well. You will also need to provide details for any gaps between employments, informing us of what you were doing during these times with details of referees who can verify these gaps. During study periods, please give details of a referee within your college or university.

Can we approach this person? Yes/No
 1. Referees Name
 Occupation
 Relationship to Applicant
 Address
 Postcode
 Tel. No:
 E-mail:

Can we approach this person? Yes/No
 2. Referees Name
 Occupation
 Relationship to Applicant
 Address
 Postcode
 Tel. No:
 E-mail:

Can we approach this person? Yes/No
 3. Referees Name
 Occupation
 Relationship to Applicant
 Address
 Postcode
 Tel. No:
 E-mail:

Can we approach this person? Yes/No
 4. Referees Name
 Occupation
 Relationship to Applicant
 Address
 Postcode
 Tel. No:
 E-mail:

Section 10: Disability

If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

Section 11: We need to get an idea of who you are as a person to help us match you with someone we support

The more information you are willing to give us the better as it will help us with the matching process.

a) How would your friends describe you?

b) What personal qualities do you have that you think would be useful in this job?

c) What would you bring to the working of the team?

d) What resources would you bring to a person's service e.g. knowledge of places to go & things to do; for example useful contacts?

e) If appointed, what areas would you need some support with?

Section 12: Declaration

- The statements made and the information given by me in this application is true and complete to the best of my knowledge and belief.
- I consent that the information provided in this form can be used during the recruitment process and if successful will become part of my personnel file in accordance with the Data Protection Act 1998 and if I am not appointed, all records will be deleted after a period of six months.
- I understand that any fabrication of information on this form may lead to disqualification from the application process or dismissal if appointed

Signature:

Date: dd/mm/yy

Nationality:

National Insurance No: