**Respect – Employment Application form**

Guidelines for completing this form:

1. Please complete this form electronically, adjusting field sizes as required. You may also complete the form by hand, please write clearly in black ink.
2. Before forwarding your application form to the recruitment panel we will remove the front sheet with your personal details and the signature field to ensure your form is shortlisted as anonymously as possible. Please do not send us a PDF version as we are unable to anonymise the form – applications in a format other than Word will **not** be accepted.

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| **Personal details** | |
| Name: | |
| Address: | |
| Phone: (daytime) | Phone: (evening) |
| Email: | |
| Post that you are applying for: | |

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| --- | --- |
| **For office use** | |
| Date form received: |  |
| Application form number: |  |

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| **References**  Please provide contact details for two referees who Respect can ask for information regarding your suitability for this post. One must be your current / most recent employer. The other must be a previous employer. We will only contact your referees if we decide to offer you the post. Any offer of employment will be subject to satisfactory references. | |
| Name: | Name: |
| Relationship (nature & length): | Relationship (nature & length): |
| Address: | Address: |
| Phone: | Phone: |
| Email: | Email: |

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| **Educational Details**  Please give details of your academic / professional qualifications *relevant to this post*: | | | |
| **Place of Study** | **Subject** | **Qualification** | **Dates / duration** |
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| **Training Courses**  Please list any training courses *relevant to this post*: | | |
| **Place of Study** | **Subject** | **Dates / duration** |
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**Continue on a separate sheet if necessary**

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| **Current or most recent employment** |
| **Job Title:**  **Employer’s name and address:**  **Dates of employment:**  **Final Salary:**  **Period of notice required (if applicable):**  **Reason for leaving / seeking to leave (if applicable):**  **Please give a brief description of your duties and responsibilities:** |

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| --- | --- | --- | --- |
| **Previous Employment**  Please give details of all previous paid work. | | | |
| **Job title** | **Name and address of employer** | **Duties / responsibilities** | **Dates** |
|  |  |  |  |
| **Previous voluntary work experience**  Please list any relevant unpaid / voluntary work: | | | |
| **Job title** | **Name and address of organisation** | **Duties / responsibilities** | **Dates / duration** |
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Continue on a separate sheet if necessary

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| **Personal Statement** |
| Please write a personal statement of **not more than 3 pages** of A4 (in minimum of Calibri pt 12 font) which covers:   * Why you are interested in this job * Your experience, knowledge, skills, abilities and attitude in relation to the person specification   Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore, we suggest that you use the points in the person specification as headings and give ***specific examples***to demonstratehow you fulfil each of the items of the person specification. It is insufficient simply to repeat what it says in the person specification.  If you do not follow these instructions your application will not be short-listed. |
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| **Previous Convictions**  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended?  YES/NO  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and 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 Disclosure and Barring Service (DBS) Website.  (Declaration subject to the Rehabilitation of Offenders Act 1974)  If yes, give details below. Any information will be kept confidential and will be considered only in relation to the post you are applying for.  Failure to disclose any information relating to criminal convictions or cautions (or any alleged offences against you) may result in the withdrawal of an offer of employment or where employment has commenced, dismissal without notice.  You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.  (If you are unsure whether to disclose a conviction or caution, you should refer to the DBS guidance at www.gov.uk/disclosure-barring-service) |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?  NO, I am legally entitled to work in the UK without restrictions.  Yes. If yes, detail below: |

## Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal without notice.

**Signed: Date:**

**Print name in full:**