

Application Form



Please complete this job application form in black ink or typescript, so, if necessary, it can be photocopied clearly.

Application for the post of:	Ref No:
Location:	

Personal Details	
Surname:	Title:
Forenames:	Previous Name:
Address:	Tel. No. Home: Work: Mobile:
	E-mail address:
Post Code:	National Insurance Number:

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:	Name:	Name:
Address:	Address:	Address:
Telephone:	Telephone:	Telephone:
E-mail:	E-mail:	E-mail:





Position:	Position:	Position:
Type of reference: Current Employer Previous Employer Personal/Character	Type of reference: Current Employer Previous Employer Personal/Character	Type of reference: 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

Please note: No appointment will be confirmed without first taking up references

Present position (Paid or Unpaid)

Please give details of your current post.				
Employer, Name & Address:	Job Title and Main Duties/Responsibilities:	Full/Part Time	Salary:	Date Appointed:
		Period of Notice Required:		





Previous experience

Please complete in reverse chronological order (i.e., your most recent job first). Please give explanations/reasons for any gaps in employment and include any unwaged or voluntary work.

Employer, Name & Address:	Job Title and Main Duties/Responsibilities:	Full/Part Time	Salary:	Date Appointed:





Qualifications and education

Please give details of nationally recognised qualifications.			
Qualification & Subject	Grade	Name and address of awarding institution or body	Dates

Other relevant training

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





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.

How did you hear about this post?

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 hold a current valid driving license? Yes No



Work permit

Do you require a work permit to work in the UK? Yes	No
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Declaration of criminal records

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
Yes	No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?"	
Yes	No
All successful applicants will be required to complete a DBS/PVG check to an enhanced level before commencing work.	
The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.	

I confirm that to the best of my knowledge that the information in this application is correct and understand that providing false information is an offence and could result in the application being rejected, or dismissal if selected for appointment, and possible referral to the police.	
Signed: _____	Date: _____

<p>Please return to:</p> <p>Recruitment, Circles Network, The Penthouse, Coventry Road, Cawston, Rugby, CV23 9JP</p> <p>Or email to: hr@circlesnetwork.org.uk</p>

