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| --- | --- |
| |  | | --- | | Personal details | |

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| --- |
| Job Application Form |

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| --- | --- |
| Job Title: |  |
| Please tell us how you heard about this vacancy: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |

|  |  |
| --- | --- |
| Address: |  |
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|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Telephone No. |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| 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) | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence (if relevant to post applied for)**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you own a car or have access to one? | Yes |  | No |  | | You will be responsible for ensuring that you have the necessary vehicle insurance for use on business (if relevant to post) | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Have you previously been invited for an interview with, or employed by Candlelighters? | Yes |  | No |  | | If yes, please state position(s) applied for / held: | | | | | | | | | |
|  | | | | |

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| Convictions/ Disqualifications |
| Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions. | |
| Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974: | |

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) |
|  |  |

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

Please give details:

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| --- |
| 1. **Employment History**   **Previous Employment:** 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: |  | Reason for leaving: |  |
| Date Left: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

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

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |
| Date left: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

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

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |
| Date left: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

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

1. **Health and absence record**

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| Please state any periods of absence over the last 12 months giving number of days lost and reasons for each of these. |

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| --- | --- |
| Dates | **Reason for absence** |
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Continue on separate sheet if necessary to cover the full 12 months prior to application

1. **Information in support of your application**

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| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. |
|  |
| Continue on a separate sheet if necessary |

1. **References**

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. |

**Reference 1 Reference 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | | Name:  Job Title:  Organisation:  Address:  Contact No:  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**

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| --- |
| **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 Candlelighters can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.* ***I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |
| If you return this form by email, you will be asked to sign your application at interview | | | |

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1. **Availability**

Holidays Booked:

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Minimum notice needed to work:

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Do you have any regulations on hours you can work:

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1. **Submitting your application**

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| If you return this form by email, you will be asked to sign your application at interview. |

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| --- | --- |
| **By Hand or Post:**  HR Department  Candlelighters  8 Woodhouse Square  Leeds  LS3 1AD | **By E-Mail:**  careers@candlelighters.org.uk  **Enquiries:**  Telephone: 0113 8878333 |

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| --- |
| For office use only  Date received:  Received by (initials): |
|  |