

Job Application Form

Job Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name: First Name:

Address:

Postcode:

Home Telephone No. Daytime Contact No.

E-mail address:

National Insurance No.

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

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:

Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at enhanced level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Do you consent to us applying for an enhanced DBS check via uCheck (who will process your DBS application) if we were to offer you a role? (Y/N)

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)

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)

If you have answered yes to the questions above, please provide details in the box below.

For more information, please see the Guidance for Rehabilitation of Offenders Act 1974 and the Exceptions Order1975 doc on the gov.uk website.

A copy of our Statement on the Recruitment of People with a Criminal Record is available on request to careers@candlelighters.org.uk

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:

2. 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:	<input type="text"/>	Notice Period	<input type="text"/>
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Brief description of duties:

3. Health and absence record

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

Dates	Reason for absence
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Continue on separate sheet if necessary to cover the full 12 months prior to application

Have you had the Coronavirus vaccine? Yes No

If you have answered yes, please continue on to section 4. If you have answered no:

It is highly likely that employees of Candlelighters will come in to contact with vulnerable children due to the nature of the charity's work. Please can you let us know if you would be happy to have the coronavirus vaccine?

Yes No

4. Information in support of your application

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

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

<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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We reserve the right to contact any of your other previous employers within the last three years.

2. Declaration

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

5. Availability

Holidays Booked:

Minimum notice needed to work:

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Do you have any regulations on hours you can work:

6. Submitting your application

By Hand or Post:

HR Department
Candlelighters
8 Woodhouse Square
Leeds
LS3 1AD

By E-Mail:

careers@candlelighters.org.uk

Enquiries:

Telephone: 0113 8878333

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

For office use only

Date received:

Received by (initials):

Return to: Careers, Candlelighters, 8 Woodhouse Square, Leeds, LS3 1AD
or e-mail: careers@candlelighters.org.uk

