**Employment Application Form**

The information given on this form will be treated in confidence.

| **Position applied for:** |
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| **Personal Details** |
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| Title (Mr, Mrs, Miss, etc): | Surname: |
| --- | --- |
| First Names: | Previous names (if any): |

| Address: |
| --- |
| Contact telephone numbers:  Home: Mobile:  What is the best number to contact you on? Home / mobile / any (please delete)  When is the best time to contact you? Daytimes / evenings / any (please delete) |
| Email Address: |

| Disability Do you consider yourself to have a disability YES / NO  If yes please identify any special requirements or equipment you would require to enable you to attend for interview. | | | | |
| --- | --- | --- | --- | --- |
| Right to Work in the UK Do you have the right to take up employment in the UK?  Do you need and have a work permit to undertake full or part time work in the UK?  Please note we are unable to sponsor applicants | YES  YES |  | NO  NO |  |
| If yes, which permit/visa do you hold? |  | | | |
| When does this expire? |  | | | |

| **References** | |
| --- | --- |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Relationship to you:** | **Relationship to you:** |
| **Address:** | **Address:** |
| **Telephone number:** | **Telephone number:** |
| **Email address:** | **Email address:** |

| **Rehabilitation of Offenders Act 1974**  **Disclosure of Previous Convictions**  We will keep in strict confidence any information we receive from the Disclosure and Barring Service (DBS). We will store it securely during the recruitment and selection process.  The Activity Den is exempt from the Rehabilitation of Offenders Act 1974 and will require a full disclosure. A criminal record will not affect your chances for a post unless it makes you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors.  Details of any convictions  (You must include: a) nature of offence, b) date committed, c) any other relevant factors) |
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| Present employment or last employment if you are not currently employed | | | | | |
| --- | --- | --- | --- | --- | --- |
| Name of employer: | | | | | |
| Address of employer: | | | | | |
| Post held: | | | Salary: | | |
| Period of notice required (if applicable): | | Reason for leaving: | | | |
| Date employed from: | | Date employed to: | | | |
| Main duties and responsibilities: | | | | | |
| **Previous employment / Voluntary experience: most recent first** | | | | | |
| **Name and address of employer** | **Job title, description of duties and responsibilities and reason for leaving** | | | **From** | **To** |
|  |  | | |  |  |
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|  |  | | |  |  |

| **Education and Qualifications.** Please list all qualifications, most recent first. | | |
| --- | --- | --- |
| **School, College, University** | Course studied and dates | **Result** |
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| **Courses attended.** Please give details of any courses attended or training that you have undertaken |
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| **Relevant skills and experiences that you would bring to this job**  Please use this section to detail how you meet the person specification and any other information that you feel will support your application.  **Word limit: 2000 words** |
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| **Advertisement**  Please state where you saw the advertisement for this post. |

**Declaration**

Any offer of employment is conditional upon The Activity Den having received satisfactory references, a satisfactory enhanced DBS check and your not being placed on an ISA barred list.

I certify that the information given on this form is, to the best of my knowledge, true and complete and agree that it should form part of the basis of my engagement. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if employed, I may be dismissed without notice.

I agree to the information in this form being stored for the purposes of my application, for monitoring and for reasonable research into the application process and in accordance with the General Data Protection Regulations.

I hereby consent to the Charity processing the information supplied on this application form for the purposes of recruitment and selection.

| Signature: | Date: |
| --- | --- |

The Activity Den only accepts applications electronically. We will not require your signature unless you are invited to attend an interview.

Please return your application to [recruitment@theactivityden.org.uk](mailto:recruitment@theactivityden.org.uk)