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**JOB APPLICATION FORM**

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| **Position Applied For:** |  | **Closing Date:** |  |

1. **Personal details**

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| **Name:**  |  |
| **Address:**  |  |
| **Email**:  |  | **National Insurance Number:** |   |
| **Phone:**  | **Home:** | **Work:** | **Mobile:** |
| May we contact you at work? Yes No  |

1. **Education, professional qualifications and training**

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| **Name of Organisation; course or training** | **Dates****(from-to)** | **Course Details** | **Qualifications earned if any** |
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1. **Career history**

Please note we do not accept CVs as part of the application process. Short-listing will be carried out on the basis of the application form only.

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| **Most recent post:** Please give full details of responsibilities/achievements for your current/most recent job. |
| **Dates****(from-to)** | **Position held**  | **Name and address of employer** | **Final Salary** | **Reason(s) for leaving or notice period** |
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| **Details of responsibilities/achievements:** |

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| **Previous career history:** Please include any voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment. |
| **Dates****(from-to)** | **Position held** | **Name and address of employer** | **Brief outline of responsibilities** | **Final Salary** | **Reason(s) for leaving** |
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| 1. **Why does this job interest you?** (word limit: 300 words)
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| 1. **Why do you want to work for Beyond the Streets?** (word limit: 300 words)
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| 1. **Competencies – Evidence of meeting criteria** (word limit: 500 words)

Please describe in this section, using examples from your own experience, how you will meet the essential criteria in the Person Specification. Short-listing will be based upon how well you demonstrate your ability to meet the essential criteria. |
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| 1. **Please add any other relevant information or comments** (word limit: 200 words)
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1. **Referees**

Please give the name, address and telephone number of TWO referees. One referee must be your present and/or most recent employer, and the second a previous employer or most recent place of training or education. These referees must be authorised to comment on behalf of the organisation. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. We will not contact referees unless you are being offered the job.

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|  | **Present/most recent employer** | **Second referee** |
| **Name:** |  |  |
| **Position:** |  |  |
| **Organisation:** |  |  |
| **Address:** |  |  |
| **Phone:** |  |  |
| **Email:** |  |  |
| **Capacity in which they know you:** |  |  |
| **Between which dates?** |  |  |

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| 1. **If offered this post, when could you take up employment?**
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| 1. **Applicants with disabilities**

Beyond the Streetsis committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. |
| If you have a disability, is there anything we need to know in order to offer you a fair selection interview?Is there any equipment/support you may require Beyond the Streets to supply you with to enable you to do this job?Are you registered disabled? **Yes** **No**  |

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| 1. **Criminal Record**

**Rehabilitation of Offenders Act 1974:** Because of the nature of the work, this post is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and all convictions, both spent and unspent, must be disclosed. A criminal record will not necessarily exclude you from employment. This will depend on the circumstances of your offence(s) and their relevance to the post. |
| Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending? **Yes No** If yes, please give details:Have you ever been investigated for any child protection related issue? **Yes No** If yes, please give details:**The information contained in this application form will only be seen by those involved in the recruitment process. If you have answered yes to either of the above questions, we may want to discuss this following the interview.** |

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| 1. **Asylum & Immigration Act 1996**

All applicants called for final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government’s immigration policy can be found on [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) Immigration and Nationality page. |
| Do you need a permit to work in this country? **Yes No** If you need a permit, are there any limitations/conditions on the work permit? (e.g. a visa with a limited duration)  **Yes No** If yes, please give details: |

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| 1. **Declaration**
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| I declare that the information given on this form is correct and complete to the best of my knowledge. I understand that if it is discovered that information has been fraudulently or misleadingly supplied, Beyond the Streets reserves the right to terminate any contract of employment without notice at any stage.Because of the sensitive nature of the duties the post-holder will be expected to undertake, I understand that I must declare details of any criminal convictions (spent and unspent), cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the post. I understand that in the event of a successful application for this post, an Enhanced Disclosure CRB check will be sought and that a final offer of employment will be dependent upon a satisfactory result.I understand that the final offer of employment is also subject to the receipt of satisfactory medical clearance and two satisfactory references.I also understand that my records may be held on a computerised database that is subject to the Data Protection Act 1998.Signed:Date: |

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| 1. **Declaration of interest**
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| Do you have any family or friends who are employed by Beyond the Streets, use the services of Beyond the Streets or are a member of Beyond the Streets’ Board of Trustees? **Yes No**  If yes, please state who, and the nature of your relationship with them:  |

(Please note that any information supplied in this form may be stored for reference purposes by **Beyond the Streets** for up to 24 months after the recruitment process has been completed. If you are appointed, this form and any supplementary papers you provide will form a part of your personnel file throughout your employment with **Beyond the Streets,** and be archived for 7 years after the end of your employment).

**Thank you for completing this form.**

**Please return this application form (saved with your name as part of the documents name) along with your equal opportunities monitoring to office@beyondthestreets.org.uk**

**Or if using a printed version of the form please post to**

**Beyond the Streets, 286 Burgess Road, Southampton, SO16 3BE**