

**APPLICATION FORM**

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| **Application for the post of**: |  |

**Please complete and email this form to**:

[community@mirfield.org.uk](mailto:community@mirfield.org.uk)

# Please type clearly using black font Calibri size 10, in order that this form can be photocopied

Where did you hear about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PHONE NUMBER** (daytime): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE NUMBER** (evening): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the names, organisations, job titles, addresses and phone numbers of two referees. At least one should be your current or most recent employer.

Please indicate the capacity in which you know referees.

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| **1** | **2** |
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|  |  |
|  |  |

1 May we approach this referee for a reference now? **YES/NO**

2 May we approach this referee for a reference now? **YES/NO**Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name and address of employer | Job title and summary of duties | Reason for leaving |
| From | To |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Place of study | Qualifications attained |
| From | To |  |  |
|  |  |  |  |

|  |
| --- |
| Membership of Professional Bodies (if applicable) |

|  |
| --- |
| Do you possess a car? **YES/NO**  Do you possess a full driving licence? **YES/NO**  Do you have a current DBS? **YES/NO** If Yes please indicate the level:- **Basic, Standard, Enhanced** |
| Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job summary and role profile before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.  Please continue overleaf |
| Continued from previous page |

Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’.[ However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’.]

Have you ever been convicted of a criminal offence? Yes / No

Do you have any criminal charges or summonses pending against you? Yes / No

Having a criminal record will not necessarily bar you from working with us.

Disabled Applicants

Do you consider yourself to have a disability? Yes/No

If you answered yes to the above questions, please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.

**I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.**

**Signed : …………………………………(Please type your name)**

**Dated : …………………………………..**