**JOB APPLICATION FORM**

Please contact us if you need the application form in an alternative format.

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| **Vacancy title:** |  |
| **Please tell us where you found this vacancy advertised:** | |
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| **1. Personal Details** | | | |
| **Title:** | **Mr  Mrs  Miss  Ms** | **Other:** |  |
| **Surname:** |  | **First Name:** |  |
|  |  |  |  |
| **Address:** |  | **Tel No.:** |  |
|  |  | **Mobile:** |  |
| **Town:** |  |  |  |
| **County:** |  | **Post Code:** |  |
| **Email:** |  | | |
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| **2. Current or Most Recent Employment**  Please start from your most recent job and work backwards. Continue on the following sheet. | | | |
| **Job Title:** |  | **Date from:**  (mm/yyyy) |  |
| **Company:** |  |  |  |
| **Address:** |  | **Date to:**  (mm/yyyy) |  |
|  |  |  |  |
| **Post Code:** |  | **Notice period:** |  |
| **Brief description of your main responsibilities and duties:** | | | |
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| **3. Previous Employment**  Please work backwards and continue on a separate sheet if necessary. | | | | | |
| **Date from**  (mm/yyyy) | **Date to**  (mm/yyyy) | **Job Title &**  **Employer** | **Brief description**  **of duties** | **Salary**  on leaving post | **Reason for leaving** |
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| **4. Education & Training**  Please work backwards and continue on a separate sheet if necessary. | | | | |
| **Date from**  (mm/yyyy) | **Date to**  (mm/yyyy) | **University, College, School or other** | **Course studied** | **Qualification gained** |
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| **5. Use this section to state your reasons for applying for this role and to demonstrate your suitable skills, knowledge and experience (continue on a separate sheet if necessary)**  **Please refer specifically to the job description and person specification and give examples.** |
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| **6. Equality Act 2010**  This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities |
| Do you have a disability which is relevant to the vacancy?  Yes  No  If yes, please provide details: |

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| **7. Arrangements**  If you require any arrangements or adaptations when attending an interview, please give details below. |
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| **8. Driving Licence** |
| Do you hold a full clean driving licence?  Yes  No |

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| **9. Convictions / Disqualifications** |
| This post is **exempt** from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  **Do you have any convictions, cautions, reprimands or final warnings which are not protected?**  Yes  No  If yes to the above declaration, please give details:    Park Farm ACYP Centre recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. Having a criminal record will not necessarily bar you from working with Park Farm ACYP Centre. This will depend on the nature of the position and the circumstances and background of any offences.  However, due to the nature of the organisation, this role will bring the successful candidate into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18. A criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.  **Disclosure**  The successful applicant will be required to provide their written approval for Park Farm ACYP Centre to contact the Disclosure & Barring Service (DBS) for additional information. Do you agree?  Yes  No |
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| **10. Right to Work** |
| Do you have the right to work in the UK?  Yes  No  Park Farm ACYP Centre will require proof of this right before an offer of employment can be confirmed e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996. |

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| **11. References**  Please give the full name and contact details of two referees (one to be your current or most recent employer) | | | |
| **Full Name:** |  | **Full Name:** |  |
| **Relationship:** |  | **Relationship:** |  |
| **Occupation:** |  | **Occupation:** |  |
| **Address:** |  | **Address:** |  |
|  |  |
| **Post Code:** |  | **Post Code:** |  |
| **Tel No:** |  | **Tel No:** |  |
| **Email:** |  | **Email:** |  |
| **Can be contacted before interview?** | | **Can be contacted before interview?** | |
| Yes  No | | Yes  No | |

***Please turn over***

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| **12. Fair Processing Status** | | | |
| Park Farm ACYP Centre is committed to a policy of protecting the rights and privacy of individuals. The Centre needs to collect and use certain types of Data in order to carry out our work. This personal information must be collected and dealt with appropriately. Park Farm ACYP Centre is responsible for complying with the Data Protection Act 1998 and the new General Data Protection Regulation that was introduced from 25th May 2018.  We are required to state our lawful basis for processing your information which is the **Legitimate Interests** of the organisation.  Park Farm ACYP Centre collects your personal data in order to conduct a fair and transparent recruitment procedure and to select the most suitable candidate for the position. The information we hold, and process will be used for our management and administrative use only. This includes using information to enable us to comply with the recruitment policy, to comply with any legal requirements, monitor performance and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.  The information we hold is detailed in this application form. We will use this information and information obtained from your referees to ascertain your suitability for employment and to determine your Right to Work in the UK. In order to process references and eligibility checks we will share your personal data with the appropriate third parties.  Other than stated above, we will not share your personal information with a Third Party unless legally obliged to do so.  If your application is successful and you are offered an employment contract with Park Farm ACYP Centre, we will issue a Staff Data Protection Fair Processing Notice that outlines our Data Protection processes for paid staff.  In the event of your application being unsuccessful, your data will be retained and stored securely for a period of six months, at which point it will be disposed of securely.  If (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice contact the Data Protection Lead (Centre Manager). You also have the right to ask for some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances. The Data Protection Lead will provide you with further information about the right to be forgotten, if you ask for it. | | | |
| **Signature:** |  | **Date:** |  |
|  |  |  |  |

**Thank you for completing this application form.**

Please return the form to the following address

**PRIVATE & CONFIDENTIAL**

**Centre Manager**

**Park Farm ACYP Centre**

**54 Kentmere Avenue**

**Carr Mill**

**St Helens**

**WA11 7PG**

Or you can email your application to:

**contact@parkfarmcommunitycentre.co.uk**