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| --- |
| **For Office Use Only:**  |

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| **Post Applied for:** | **Support Worker fixed term to December 2020** |

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| --- |
|  Job Application Form |

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| --- | --- | --- | --- |
| **Closing Date:** | 9am 23 April 2019 | **Interview Date:** | 29 April 2019 |
|  |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name:** |  | **First Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Contact Telephone Number:** |       |
| **Mobile Telephone Number:** |       |
| **E-mail address:** |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | Yes | **[ ]**  | No | [ ]  |

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| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| Section 2 Current or Most Recent Employment |

|  |  |
| --- | --- |
| **Name of Employer:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |

|  |  |
| --- | --- |
| **Post Title:** |  |

|  |  |
| --- | --- |
| **Start date:** |  |

|  |
| --- |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Period of Notice (if applicable):** |       |

|  |  |
| --- | --- |
| **Leaving Date (if applicable):** |       |

|  |  |
| --- | --- |
| **Reason for leaving (if applicable):** |       |

|  |
| --- |
| £      per annum pro rata (if applicable) |

**Current salary:**

|  |
| --- |
| Section 3 Previous Employment (Most recent first) |
| Please give details of paid and any relevant unpaid volunteer roles. |
| **Name of Employer:** |       |

|  |  |
| --- | --- |
| **Address:** |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| **Position Held:** |       |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |       |

|  |  |
| --- | --- |
| **Address:** |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| **Position Held:** |       |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |       |

|  |  |
| --- | --- |
| **Address:** |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| **Position Held:** |       |

|  |  |
| --- | --- |
| **Dates worked:** |  |
| **Brief description of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |
| --- |
| Continue on a separate sheet if necessary |

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| Section 4 Education and Training |
| Please give details of any qualifications obtained from Universities, Colleges and Schools and training courses which are relevant to your application, in chronological order starting with the most recent. |

|  |  |  |
| --- | --- | --- |
| **University/College/School/Other**  | **Course**  | **Qualifications and Grades Obtained and Dates** |
|       |       |       |
| **Title of Training Programme or Course and qualification if any** | **Duration and Dates** |
|       |       |
| Continue on a separate sheet if necessary |

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| Section 5 Personal Statement |
| **Abilities, skills, knowledge and experience.**Using the **Person Specification/key competencies** section of the Job Description as a guide, please outline how your experience, skills and achievements are relevant to this post. Please limit your answer to no more than 2 sides of A4. |
|       |
| Continue on a separate sheet if necessary |

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| **Section 6 Protecting Vulnerable Adults**  |
| Action Foundation works with vulnerable adults. In seeking to safeguard them, staff are required to have Disclosure and Barring Service checks to ensure their suitability for this post. |
| **Do you have any convictions** | Yes | [ ]  | No | [ ]  |
| **Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?****If you have answered yes to either of the questions above please give details below:** | Yes | [ ]  | No | [ ]  |
|  |

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| **Section 7 Disability Discrimination Act** |
| This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination 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 your application?** | Yes | **[ ]**  | No | **[ ]**  |
| **If yes, please give details:** |
|  |
| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes | **[ ]**  | No | [ ]  |
| **If yes, please give details:** |
|  |

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| --- |
| **Section 8 References** |
| Please give the names and addresses of two referees; one should be your most recent employer if applicable. Please do not give members of your family.  |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |       | **Name:** |       |
| **Position:** |       | **Position:** |       |
| **Relationship:** |       | **Relationship:** |       |
| **Organisation:** |       | **Organisation:** |       |
| **Address:** |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  | **Postcode** |       |  | **Postcode** |       |

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| --- | --- | --- | --- |
| **Telephone:** |       | **Telephone:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Email:** |       | **Email:** |       |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes | **[ ]**  | No | **[ ]**  | Are you willing for this referee to be approached prior to the interview? | Yes | **[ ]**  | No | **[ ]**  |
| **Section 9 Declaration** |
| Statement to be Signed by the ApplicantAll the information given by me on this form is correct to the best of my knowledge. |
| **Signed:** |  | **Date:** |  |
|  |  |  |  |
| R E T U R N I N G T H I S F O R M |
| **Please return the completed application to: Recruitment (SSW), Action Foundation, The CastleGate, Melbourne Street, Newcastle NE1 2JQ****Or e-mail to** recruitment@actionfoundation.org.uk (preferably as a pdf) |