Thank you for applying for a position at Safe & Sound. Please complete this application form and submit your CV for the position you are applying for.

All data collected during this recruitment process is kept in accordance with the Data Protection Act 2018.

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| **General Details** | |
| Position applying for: |  |
| Full Name: |  |
| Title: |  |
| Like to be known as: |  |
| Address: |  |
| Home Phone No.: |  |
| Mobile No.: |  |
| Do you consider yourself to have a disability? | Choose an item. |
| If yes, please tell us if there are any reasonable adjustments, we can make to assist you in your application or with our recruitment process. |  |
| Have you ever been dismissed by an employer? If yes, please provide details: |  |
| All employees working at Safe & Sound are required to have a clear enhanced DBS record, please tell us if you have any criminal convictions: |  |

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| **Current or Last Employer Details** | |
| Name of Organisation: |  |
| Address: |  |
| Telephone Number: |  |
| Job Title: |  |
| Dates Employed: |  |
| Are you currently employed by this employer? | Choose an item. |
| If not, please state why: |  |
| Rate of Pay: |  |
| Please outline the main duties and responsibilities of the role: | |
| Reason for leaving / wanting to leave: | |
| What is your current notice period? |  |

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| **Previous Employer Details** | |
| Name of Organisation: |  |
| Address: |  |
| Telephone Number: |  |
| Job Title: |  |
| Dates Employed: |  |
| Rate of Pay: |  |
| Please outline the main duties and responsibilities of the role: | |
| Reason for leaving / wanting to leave: | |

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| **Previous Employer Details** |
| Please list other positions you have had showing dates of employment, position held and company name. Please continue this section on a page at the back of this application form. |
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| Please list specific duties and skills acquired during any of the roles above that will support your application for this position: |
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*Please use a separate page at the back of the application form if you are unable to fit the information here.*

**Education, Qualifications and Skills**

Please give details of the educational establishments you have attended since the age of 14, the qualifications gained and grades.

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| **Establishment Name & Location** | **Dates Attended** | **Qualifications Gained** |
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| **Please give details of any other skills, qualifications and / or other experience which you think might be of relevance to the post you have applied for:** |
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| Do you have any part time or evening job / training / commitment which you intend to continue? |  |
| If yes, please give further information |  |
| Do you have other commitments which could limit your working hours, e.g. Member of TA, JP, or local government councillor? |  |
| If yes, please give further information |  |
| Please give details of your main interests and hobbies: |  |

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| **Please outline how you meet the essential and desirable criteria for this position.** |
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*Please continue a separate page at the back of this form if more space is needed.*

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| **Eligibility to Work in the UK** | |
| Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996? | Choose an item. |
| Can you provide a document such as a passport, UK birth certificate or P60 to confirm your answer? | Choose an item. |

*You will be required to provide your work permit number if you are not a UK or EU National at the time an offer* *of employment is made.*

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| **Reference Details** | |
| *Please provide the names and contact details for two References. One of these should be from your current / most recent role. The other a personal reference.* | |
| Name of Referee: |  |
| Organisation: |  |
| Address: |  |
| Telephone Number: |  |
| E-mail Address: |  |
| Can this person be contacted prior to interview? | Choose an item. |
|  | |
| Name of Referee: |  |
| Address: |  |
| Telephone Number: |  |
| E-mail Address: |  |
| Can this person be contacted prior to interview? | Choose an item. |

#### Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

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