**APPLICATION FOR EMPLOYMENT**

Please type or print clearly in black ink and complete every section.

**Please refer to the Guidance Notes for Completion before filling out your Application Form**

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| --- | --- |
| ***Reference Number*** |  |
| ***Job Title*** |  |
| ***Location*** |  |
| ***Hours*** |  |
| ***Salary*** |  |
| ***Closing Date*** |  |

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| --- | --- |
| ***Personal Details*** | |
| ***Title*** |  |
| ***Surname*** |  |
| ***Forename(s)*** |  |
| ***Home Address*** |  |
| ***Postcode*** |  |
| ***Home telephone number*** |  |
| ***Mobile telephone number*** |  |
| ***E-mail address*** |  |
| ***National Insurance Number*** |  |

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| ***Do you hold a current UK driving licence?*** | Yes / No |

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| ***Are you related to or a partner of any employee at P3?***  ***If so, please give details:*** |

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| ***Where did you see this post advertised?***  ***Gumtree***  ***3rd Sector***  ***Universal Job Match***  ***P3 Website***  ***Indeed.com***    ***Oher (Please Specify)*** |

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| ***Education and Training***  (Please give your most recent educational experience first) | | | | |
| ***School/College/***  ***University*** | ***From*** | ***To*** | ***Course Title/Subject*** | ***Results Achieved*** |
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| ***Other Training***  (Relevant to the post which you are applying for) | | | |
| Courses Attended | From | To | Details of Courses |
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| ***Particulars of Present or Last Employment*** | |
| ***Name and Address of Employer*** |  |
| ***Post title*** |  |
| ***Date appointed*** |  |
| ***Date left (if appropriate)*** |  |
| ***Reason for leaving*** |  |
| ***Notice required*** |  |
| ***Brief description of duties and responsibilities*** |  |

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| **Employment History**  Please start with your most recent employment and include any full time / part time work. | | | | |
| ***Date started*** | ***Date left*** | ***Employers name and address*** | ***Job title / position held*** | ***Reason for leaving*** |
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If you have had any breaks in employment, please give the details of these periods & your activities during these times eg. Unemployment, raising family, voluntary work etc

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| ***Your Skills and Experience***  (Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post, particularly in relation to any Job Description or Person Specification provided). |
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(If sufficient space is not provided, 1 separate sheet of information may be attached to your application form. Please do not attach copies of your CV or copies of Educational or Training Certificates to the Application Form).

***References***

Please name 2 persons to whom reference may be made regarding your experience and suitability for appointment to the post. Where applicable, at least 1 of these **MUST** be from your present or latest employer.

**References will only be taken up for the successful candidate after they have been offered the post applied for. Please ensure that you have notified your Referees that you have named them on your application form.**

|  |  |
| --- | --- |
| ***Referee 1 – Current or Latest Employer*** | |
| ***Name*** |  |
| ***Job Title (If Applicable)*** |  |
| ***Address*** |  |
| ***Relationship to Referee*** |  |
| ***Email Address*** |  |
| ***Telephone Number*** |  |
| ***May we contact this referee without authority from you?*** | ***Yes*  *No*** |

|  |  |
| --- | --- |
| ***Referee 2*** | |
| ***Name*** |  |
| ***Job Title (If Applicable)*** |  |
| ***Address*** |  |
| ***Relationship to Referee*** |  |
| ***Email Address*** |  |
| ***Telephone Number*** |  |
| ***May we contact this referee without authority from you?*** | ***Yes*  *No*** |

***Confirmation***

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| **I confirm that I have spoken to the Referees named on this application form and they have agreed to provide a Reference on my behalf if requested within 7 days of the Reference request being received.** | |
| ***Signature of applicant*** |  |
| ***Date*** |  |

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| **I confirm that the information I have given in this application and on any attachment is correct. I understand that any false statements could result in my application or appointment being terminated. I consent to P3 storing and processing my application details in accordance with its Data Protection Policy and the Data Protection Act (1988)**  **I understand that if I am required to submit an application to the Disclosure and Barring Service and if I cannot supply a Passport, Birth Certificate (issued at the time of birth) or photo card Driving Licence as part of my personal identity documentation, then I consent to P3 using an external Validation Service to confirm my identity.** | |
| ***Signature of applicant*** |  |
| ***Date*** |  |

**Please return your completed Application Form either electronically to recruitment@p3charity.org or as a hard copy to the Recruitment Team,**

**P3, Eagle House, Cotmanhay Road, Ilkeston, Derbyshire, DE7 8HU.**

**Please note, P3 reserve the right to bring forward the closing date of any vacancy when a suitable number of applications have been received. Candidates are therefore recommended to submit their applications as soon as possible.**

***Essential Information***

*The details given in this part of the form will not be considered by the shortlisting or interview panel during the process of assessing suitability for the role for which you have applied. The information on this part of the application form will be detached from the rest of the form prior to being made available to the shortlisting panel. The information requested on this form is requested due to P3s legal obligations and legitimate interests in the process of recruiting new staff to the organisation.*

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| **Are you required to have a Work Permit or are you subject to any conditions relating to your employment in the UK?** Yes [ ] No [ ]  **If you have answered ‘yes’ to the question above, do you have a valid work permit?**  Yes [ ] No [ ] |

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (ie. has lasted or is expected to last at least 12 months) adverse effect on one’s ability to carry out normal day-today activities. This definition includes such conditions as cancer, HIV, multiple sclerosis, severe disfigurement, certified blind or severely sight impaired, mental illness and learning disabilities.

**Do you consider yourself to have a disability according to the above definition?**

Yes [ ] No [ ] I do not wish to disclose this information [ ]

**If yes, please state the type of impairment(s) which apply to you (you may indicate more than one):**

Learning disability / difficulty [ ] Physical impairment [ ] Long-standing illness [ ]

Sensory impairment [ ] Mental health condition [ ] Other [ ]

**Please describe how the disability affects you and if there are any particular arrangements you would like us to make to assist you in the selection process:**

**Please only answer this question if the post you have applied for requires a DBS check. If you are unsure, please contact the Recruitment Team.**

The post for which you are applying is likely to involve direct contact with vulnerable people, it is therefore exempt from the Rehabilitations of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and as amended by the Rehabilitation of Offenders Act 1974, (Exceptions) (Amendment) Order 1986. You must therefore provide details of any pending prosecutions or convictions (including cautions, bind-overs, supervision orders or secure orders) which you may have, even if they would otherwise be regarded as ‘spent’ under this Act.

**Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?** Yes [ ] No [ ]

If ‘yes’, please state below the nature of the conviction(s), caution(s), supervision order(s) or pending criminal proceedings with relevant dates.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_