**Application form**

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| **Position applied for:** |  |

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| **Section 1 – Personal Details** | | |
| Surname: | | Forename(s): |
| Address and postcode: | | |
| Mobile number: |  | |
| Email address: |  | |
| Do you have a current driving licence (please circle)? Yes No | | |
| If there are any endorsements on your driving licence, please give details below: | | |
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| **Section 2 – How did you learn about this vacancy (information requested for monitoring purposes only)?** |
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| **Section 3 – Right to work or remain in the UK** |
| Are you entitled to work in the UK (please circle)? Yes No |
| Do you have any restrictions on your right to work or remain in the UK (please circle)? Yes No |
| If yes, please provide details of any restrictions: |

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| **Section 4 – Interview arrangements and availability** | | | | |
| If called to interview are there any adjustments that are required? | Yes |  | No |  |
| Please detail below the adjustments that are required and their purpose (this information is not used as part of the selection process). | | | | |
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| Are there any dates when you will not available for interview? | | | | |
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| **Section 5 – Education History and Qualifications** | | | |
| **School / College / University attended** | **Date in education**  **From To** | | **Qualifications gained (subject/level/year)** |
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| **Section 6 – Membership of Professional Associations** | | | |
| **Professional body** | **Date in education**  **From To** | | **Membership status** |
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| **Section 7 – Training, seminars or short courses attended relevant to the post (state subject, date of attendance** | | |
| **Details of training/seminar/short course** | **Date attended**  **From To** | |
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| **Section 8 – Current or Most Recent Employment** | | |
| Name & address of employer |  | |
| Job title |  | |
| Salary |  | |
| Date | From: To: | |
| Length of time with employer |  | |
| Why do you want to leave? |  | |
| Duties and responsibilities: | | |
| Notice period required with current employer: | |  |

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| **Section 9 – Employment History** | | | | |
| Please list all employment, explaining any gaps between posts since you finished full time education, (beginning with your most recent employer.) | | | | |
| **Date**  **From To** | | **Name & address of employer** | **Job title** | **Reason for leaving** |
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**Please continue on a separate sheet if necessary.**

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| **Section 10 – Personal Statement** |
| Please demonstrate here how you meet the requirements of the person specification. Please give **examples** of how you meet the person specification in the job description |
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**Please continue on a separate sheet if necessary.**

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| **Section 11 – References** |
| Reference may be taken up prior to interview. Do you give permission? Yes No |

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| Please provide the details of two employment referees, one of which must be your current/latest employer. If this is your first job, at least one referee should be from your school, college or university lecturer. Please do not use relatives, partners or friends as referees. |

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| Name |  |
| Company/Education Provider |  |
| Address |  |
| Daytime telephone |  |
| Occupation |  |
| Position/relationship |  |
| Email Address |  |

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| --- | --- |
| Name |  |
| Company/Education Provider |  |
| Address |  |
| Daytime telephone |  |
| Occupation |  |
| Position/relationship |  |
| Email Address |  |

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| **Section 12 – Declaration** (please read this carefully before signing the application) | |
| I certify that the information provided is complete and correct.  I understand that failure to provide complete and correct information may result in the withdrawal of an offer of employment, or if already employed instant dismissal.  I also give my permission for a DBS check to be carried out if a requirement of the post. | |
| Signed: | Dated: |
| Please return your completed and signed application form by email to [hr@lifelineprojects.co.uk](mailto:hr@lifelineprojects.co.uk) or by post to HR Department, LifeLine Community Projects. LifeLine House, 25 Neville Road, Dagenham, Essex, RM8 3QS. | |