

Application Form

PRIVATE & CONFIDENTIAL

Please complete in black ink or typescript.

Please note that all information disclosed is held in accordance with the General Data Protection Regulations.

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| Position Applied For: | | | | | | |
| PERSONAL INFORMATION First Name/s Surname/Family Name Title | | | | | | |
| Address  Post Code | | | | | | |
| Telephone Landline: | | | | Mobile: | | |
| E-mail address: | | | | | | |
| Before you commence working you must present evidence of your right to be in or work in the United Kingdom.  Are you eligible to work in the United Kingdom? Yes/No  Do you need a work permit? Yes/ No  If yes, when does your current permit expire?  If you are an EU Citizen have you had your application for settled or pre-settled status processed? Yes/No | | | | | | |
| National Insurance Number: | | | | | | |
| Where did you see this post advertised? | | | | | | |
| Do you wish your application to be considered under the disability confident screen where applicants who demonstrate they meet the essential criteria are offered an interview Yes/No | | | | | | |
| If you have a disability, do you require any reasonable adjustments to be made to accommodate you during the recruitment process? | | | | | | |
| Do you have a current Disclosure & Barring Service (DBS) check? Yes/No | | | | | | |
| Name, address and telephone numbers of **two** referees are required. One should be your present or most recent manager or a tutor. Please indicate in what capacity you know each referee. Partners and family members are **NOT** acceptable.  References only sought when provisional offer made | | | | | | |
| **1**  Name:  Address:  Telephone:  Relationship to Applicant: | | **2**  Name:  Address:  Telephone:  Relationship to Applicant: | | | | |
| Additional references to cover a total of 3years: | | | | | | |
| Name: Job title: Company / Organisation: Email: Phone: Your role: | | | | | | |
| Name: Job title: Company / Organisation: Email: Phone: Your role: | | | | | | |
| Name: Job title: Company / Organisation: Email: Phone: Your role: | | | | | | |
| APPLICATION FOR EMPLOYMENT Employment History in the last 10 years (chronological order – latest first) | | | | | | |
| **Name & Address of Employer** | **Starting Date** | | **Leaving Date** | | **Position held and duties** | **Salary and reason for leaving** |
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| When could you take up the appointment? | | | | | | |
| **EDUCATION/TRAINING**  (Please note, we will require evidence of relevant qualifications) | | | | | | |
| **Name & Address of School/college/University/Training Provider** | **From** | | To | | **Qualifications Achieved /Course Attended** | |
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| Please continue on a separate sheet if required | | | | | | |
| Ensure you address the criteria on the Personal Specification in your answers and demonstrate that you have the skills, knowledge and experience required.    Please give your reasons for applying for this post and the skills, knowledge, experience and personal attributes you feel you would bring to it.  Please continue on a separate sheet if required | | | | | | |
| **Please tell us briefly your understanding of social prescribing and how this would benefit people with health and social care needs :**  Please continue on a separate sheet if required | | | | | | |
| **Please explain briefly your understanding of Equal Opportunities and Diversity**  Please continue on a separate sheet if required | | | | | | |
| **Please tell us about any other relevant information that may relate to the post you are applying for**  Please continue on a separate sheet if required | | | | | | |
| **Please give details of any Professional Bodies with which you have membership**  Please continue on a separate sheet if required | | | | | | |
| CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974 Please note: This post is regarded as exempt under the Rehabilitation of Offenders Act 1974. You are therefore required to declare here whether or not you have any criminal convictions even if they would otherwise be regarded as spent. Possession of a conviction or caution will not necessarily mean that you would not be appointed; each case is considered on its merits.  Do you have any criminal convictions other than those which are spent under the terms of the Rehabilitation of Offenders Act 1974?  Yes/No  **If Yes, please declare any unspent convictions (or all convictions if the post is exempt) on a separate sheet.**  Please note the job that you are applying for involves working with or has access to children or vulnerable adults and/or their records. We will require an enhanced Disclosure from the Disclosure and Barring Service and need to have information from you regarding any previous, existing or pending convictions or cautions. The advert and/or job description will state that the job is exempt from the Rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered ‘spent’. Please answer Q1 and Q2.  Have you ever been cautioned or convicted of a criminal offence?  Yes/No    2. Have you ever been disqualified from working with children or vulnerable adults?  Yes/ No  You may be asked to provide details to the panel if selected for interview.  If you do not disclose any criminal convictions or caution, including those ‘spent’, it could result in withdrawal of the job offer, dismissal or disciplinary action by the organisation.  You will declare to the organisation, if appointed, my intention to continue to work for another employer or on a self-employed basis (under the Working Time Directive) | | | | | | |

Under the Data Protection Act and General Protection of Data Regulations, Groundwork London and H4All CIO as the joint data controllers is required to notify applicants and prospective employees on how their data will be processed and used.

The information provided by you in this form will be kept for six months following recruitment and securely destroyed by both parties. Information given by successful candidates on the application form sections will be kept on the HR file during that person’s employment and destroyed within guidelines should the person leave the organisation. Information on this form relating to employment, history, skills and experience will be shared with recruiting managers; and for employees this may be submitted on a professional CV for the purposes of bid writing.

Information provided on the Monitoring form is removed prior to shortlisting and used to meet the aims and commitments set out in each organisation’s equality and diversity policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

**By signing this form you are providing consent for Groundwork London and H4All CIO to collect and store your data for the purposes set out above. In addition you are confirming the accuracy of your information on your employment, qualifications experience and skills. I accept that providing deliberately false information could result in my dismissal.**

If you wish for your application and information to be removed from our systems during the recruitment process at any time please contact the Recruitment team.

Signed: Dated:

Please return the completed form, in confidence for the attention of Zena Edwards at [londonjobs@groundwork.org.uk](mailto:londonjobs@groundwork.org.uk)