



## Application Form

POSITION APPLIED FOR: \_\_\_\_\_

### PERSONAL DETAILS

Last Name		Title	
First Name(s)			
Address			
Telephone Number		Mobile phone number	
E-Mail Address			

Are you applying for:

Part Time Hours	
Full Time Hours	
Either	

### WORK PERMITS

	Yes	No
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?		
If you are successful in your application would you require a work permit to work in the UK?		

**REFERENCES** Please give the names and addresses of two people (not relatives) who have known you in employment or education. One must be your current or most recent employer.

Name		
Organisation		
Address		
Telephone number		
E-mail address		
Job title, or work relationship to you		
Can they be contacted before offer of the post?		

**CURRENT EMPLOYMENT**

Name of Organisation			
Job Title			
Responsibilities			
Employment began		Leaving Date (if applicable)	
Notice required		Current salary level	
Reason for leaving or seeking other employment?			





**SUPPORTING INFORMATION** Please use this page to tell us why you have applied for this position, referring to the personal specification and job profile. Please outline why you think you are a suitable candidate for this post, adding any other relevant information which could support your application.

**DISCLOSURE OF CRIMINAL CONVICTIONS, CAUTIONS, REPRIMANDS AND FINAL WARNINGS**

The position for which you have applied is one providing substantial opportunity for access to children or other vulnerable groups. It is covered by various Government Circulars and The Rehabilitation of Offenders Act 1974 (Exceptions), (Amendments) Order 1986, concerning the protection of such groups. Applicants are, therefore, required to declare any convictions or cautions they may have, even if such convictions would otherwise be regarded as “spent”

You are, therefore, required to complete the following declaration on the disclosure form below. Having a criminal record will not necessarily prevent someone from working within our organisation. This will depend on the nature of the position and the circumstances and background of the offences.

**Failure or refusal to do so will prevent further consideration of your application.**

**ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL**

Name	
Position Applied For	

**Please state whether you have any criminal record(s):**

Please state Yes or No

**Details of any conviction bind over orders or cautions; please use continuous paper if required.**

The date of the offence	
The nature of the offence	
The place where it occurred	
The name of the court which gave the conviction	
The penalty imposed	

I declare that to the best of my knowledge and belief that the disclosure of criminal convictions/ cautions given in this application is true and complete.

I give permission for a Criminal Records Bureau disclosure to be obtained if I am offered a position with the Organisation and I am aware that any convictions will be disclosed.

I understand that any information given or disclosed will be used in assessing my suitability for the position applied for.

<b>Date</b>	<b>Signed</b>
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**DECLARATION:**

I declare that the information that I have given in this application is correct, and that I consent to Aspire checking any of the details on this form. I understand that the supply of any inaccurate information may result in the withdrawal of any offer of employment, or the termination of employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**DATA PROTECTION:**

The information that you supply in your application is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful it will also form the basis of your personal file and may be held on computer or manual records. If you are not successful, your details will be kept for six months and then destroyed.

**NOTES:**

If you are e-mailing your application and you cannot sign above, you will be asked to sign your application if you are invited to an interview.

Enclosed is an Disability Discrimination and Equal Opportunities Monitoring Form, completion of this form is optional but we would be grateful if you would take the time to do so. It will not be provided to the shortlisting panel.

If you do not hear from us by the date of the interview, please take it that you have not been successful in your application on this occasion. Unfortunately we are unable to contact applicants individually.

- **Please do not send additional paper's such as CV's.**

Please return your form, marked 'CONFIDENTIAL' to:

Recruitment  
Aspire in the Community  
The Gate  
Barnsley Road  
Dodworth  
S75 3JR  
Or e-mail to: [Lynda@aspirecare.co.uk](mailto:Lynda@aspirecare.co.uk)

Thank you for applying to work with us.