For office use only

Date received:

Received by (initials):



Registered Charity Number 1188079

Section A: Please complete all sections.

**Section B: Please complete the sections not covered in your CV.**

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| --- |
| Job Application Form – SECTION A |

|  |  |
| --- | --- |
| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

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| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | **Postcode:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.** |  | **Daytime Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |  |  |  |  |  |  |  |  | |  |
| Are you free to remain and take up employment in the UK? | | | | | | | | | Yes | | |  | No |  |
| You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) | | | | | | | | | | | | | | |

**Driving Licence (if relevant to post applied for)**

Do you hold a full, clean driving licence valid in the UK?

Yes No

If no, please give details below:

Do you own a car or have access to one?

Yes No

You will be responsible for ensuring that you have the necessary

vehicle insurance for use on business (if relevant to post)

**Current Salary:**

Have you previously been invited for an interview with, or

Employed by this organisation? Yes No

If yes, please state position(s) applied for / held:

|  |
| --- |
| Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. |
|  |
| **Continue on a separate sheet if necessary** |

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| Convictions/ Disqualifications |

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| --- |
| Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Enhanced level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.  **Please provide details in a sealed envelope marked ‘Confidential’ of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974 and include it with your application** |

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| Reasonable Adjustments/Arrangements for Interview |
| Please contact us if you need the application form in an alternative format or let us know if you need any adjustments for the interview. |

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| References |

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| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. |

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| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | | Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |

We reserve the right to contact any of your other previous employers within the last three years.

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| Declaration |

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| Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  🞏 I confirm I consent to Worcester Snoezelen creating and maintaining records  of my personal data to be processed in accordance with its Privacy Policy  🞏 I confirm I consent to my email address being used by Worcester Snoezelen for direct marketing purposes  *(Notification of events, newsletters etc.)*  🞏 I confirm I consent to my details being shared as necessary with third parties  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** |

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| Signed: |  | **Date:** |  |
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| Candidates selected for interview will normally be notified within four weeks of the closing date.  If you return this form by email, you will be asked to sign your application at interview. |

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| Submitting your application | |
| **By Hand or Post:**  Worcester Snoezelen,  3, Turnpike Close,  Worcester.  WR2 6AB | **By E-Mail:**  **enquiries@worcestersnoezelen.org.uk**  Telephone: 01905 748229 |

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| |  | | --- | | Job Application Form – SECTION B | | | | | | |
| Education/Qualifications | | | |
|  | | | |
| **School (11+)** | **Study Dates** | **Qualification and Grade** | **Date Obtained** | |
|  |  |  |  | |
| **College/University** | **Study Dates** | **Qualification and Grade** | **Date Obtained** | |
|  |  |  |  | |
| **Ongoing Professional Development** | **Study Dates** | **Qualification and Grade** | **Date Obtained** | |
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| **Training and Development** | | | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | | |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** | |
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| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

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| Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | **Postcode:** |

|  |  |
| --- | --- |
| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salary on  leaving this post: |  | | Notice Period or Leaving Date  (if no longer employed): |  |
| **Brief description of duties:** | |
|  | | | | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period or Leaving Date (if no longer employed): |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period or Leaving Date (if no longer employed): |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |

Continue on separate sheet if necessary