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***PRIVATE AND CONFIDENTIAL***

**APPLICATION FORM**

**Application Reference Number:** (Please Leave Blank) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you hear of this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **PERSONAL PARTICULARS** | | |
| Title: | Forename: | Surname: |
| Address:  Postcode: | | |

|  |  |  |
| --- | --- | --- |
| **CONTACT DETAILS** | | |
| Mobile: | Home: | Work: |
| E-mail: | | |

|  |  |
| --- | --- |
| **SUPPLEMENTARY INFORMATION** | |
| Are you in good health? | |
| Yes / No | If No, please give details: |
| How many days sickness absence have you had in the last two years? | |
|  | |

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| **Are there any restrictions regarding your employment?**  *E.g. Do you require a work permit?* |
| Yes / No |
| If you answered yes, please give more details: |
| National Insurance Number: |

|  |  |  |
| --- | --- | --- |
| **LANGUAGE SKILLS** | **Written** | **Spoken** |
| **English** |  |  |
| **Welsh** |  |  |
| **Other (Please Indicate)** |  |  |

|  |  |
| --- | --- |
| **Do you have a current full driving licence?** | **Yes / No** |
| **Do you have access to a car?** | **Yes / No** |
| **Are you willing to work overtime and weekends and participate in the provision of on call when required?** | **Yes / No** |

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| --- | --- |
| **How much notice do you have to give to your current employer?** |  |

***(PLEASE SEE NEXT PAGE)***

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| **REFERENCES** |
| We will require **two** references, one of which **must** be from your  current/most recent employer. (Referees will only be approached on appointment of post) |
| **REFEREE 1** |
| Name: |
| Relationship to Referee (e.g Personal, Professional etc) : |
| Contact Number: |
| E-mail: |
| **REFEREE 2** |
| Name: |
| Relationship to Referee (e.g Personal, Professional etc) : |
| Contact Number: |
| E-mail: |

***(PLEASE SEE NEXT PAGE)***

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION AND QUALIFICATIONS** (Latest First) | | | |
| School / College  / University | Dates Attended  (From - To) | Subject / Course  / Level | Grade Achieved |
|  |  |  |  |
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| --- | --- | --- | --- | --- |
| **DETAILS OF TRAINING ATTENDED** (Latest First)  Please give details of membership of professional institutions and relevant training courses. (Please include professional registration numbers if appropriate) | | | | |
| Course Title | Organisation | Accredited By  (If applicable) | Level | Date |
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| --- | --- | --- | --- | --- |
| **CURRENT EMPLOYMENT** | | | |  |
| Address and Name of Employer | Job Title | Date Appointed | Salary | Notice Period |
|  |  |  |  |  |
| *Please give details of your main duties:* | | | | |

***(PLEASE SEE NEXT PAGE)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  Please detail your previous employment beginning with your present or last employer and work backwards. | | | | |
| Name and Address of Employers | Dates  (From - To) | Position Held / Main Duties | Starting / Leaving Salary | Reason for Leaving |
|  |  |  |  |  |

***(PLEASE SEE NEXT PAGE)***

**SUPPORTING EVIDENCE**

Please use this space to outline how you feel you meet the criteria outlined in the **Person Specification and job description.**

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| 1. Why are you interested in this post? 2. The skills and experiences relating to the post that you will bring to the organisation. 3. An outline of your understanding of domestic abuse and the issues that arise for adults and children.   Please continue on a separate sheet if necessary. |

***(PLEASE SEE NEXT PAGE)***

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| --- |
| **Have you ever been convicted of a criminal offence?**  (which is not a spent conviction under the Rehabilitation of Offenders Legislation) |
| Yes / No |
| If Yes, please provide preliminary details, including all relevant dates: |
| Depending on the nature of the vacancy for which you are applying, employment will be subject to receipt of a satisfactory disclosure from the Disclosing and Barring Service. Information received will be treated in the strictest confidence and will generally be retained by the Organisation for a period of 6 months. A criminal record will not necessarily be a bar to obtaining employment with the Organisation. |

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| **DECLARATION OF APPLICANT** |
| I confirm that the above information is correct.  I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to the organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable. |
| **SIGNED:**  **DATE:** |