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**Application Form**

Please type your answers or write clearly in black ink. Please return your completed application by email to deborah@limbless-association.org

**Post Applying For:**

**Secondary Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Dates** | **Qualifications** (include subjects and results) | **Awarding Body** |
| **From** | **To** |
|       |       |       |       |       |
|       |       |       |       |       |
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**Further and/or Higher Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Dates** | **Qualifications**(include subjects and results) | **Awarding Body** |
| **From** | **To** |
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**Occupational / Professional Training, Qualifications and Associations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Dates** | **Qualifications/Associations**(include subjects and results) | **Awarding Body** |
| **From** | **To** |
|       |       |       |       |       |
|       |       |       |       |       |
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**Employment History**

Please provide a minimum of 10 years employment history with explanation for any gaps.
Please start with your current or most recent employer.

|  |  |  |
| --- | --- | --- |
| **Name of Employer** | **Business** **Type** | **Address** |
|       |       |       |
| **Job Title** | **Hours** | **Start Date** | **End Date** | **Notice Period** |
|       |       per week |       |       |       |
| **Starting Pay** | **Finishing Pay** | **Reason for Leaving** |
| £       per       | £       per        |       |
| **Duties and Responsibilities** |
|       |

|  |  |  |
| --- | --- | --- |
| **Name of Employer** | **Business Type** | **Address** |
|       |       |       |
| **Job Title** | **Hours** | **Start Date** | **End Date** | **Notice Period** |
|       |       per week |       |       |       |
| **Starting Pay** | **Finishing Pay** | **Reason for Leaving** |
| £       per        | £       per        |       |
| **Duties and Responsibilities** |
|       |

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| --- | --- | --- |
| **Name of Employer** | **Business Type** | **Address** |
|       |       |       |
| **Job Title** | **Hours** | **Start Date** | **End Date** | **Notice Period** |
|       |       per week |       |       |       |
| **Starting Pay** | **Finishing Pay** | **Reason for Leaving** |
| £       per        | £       per        |       |
| **Duties and Responsibilities** |
|  |

|  |  |  |
| --- | --- | --- |
| **Name of Employer** | **Business Type** | **Address** |
|       |       |       |
| **Job Title** | **Hours** | **Start Date** | **End Date** | **Notice Period** |
|       |       per week |       |       |       |
| **Starting Pay** | **Finishing Pay** | **Reason for Leaving** |
| £       per        | £       per        |       |
| **Duties and Responsibilities** |
|       |

|  |  |  |
| --- | --- | --- |
| **Name of Employer** | **Business Type** | **Address** |
|  |  |  |
| **Job Title** | **Hours** | **Start Date** | **End Date** | **Notice Period** |
|       |       per week |  |  |  |
| **Starting Pay** | **Finishing Pay** | **Reason for Leaving** |
| £       per      . | £       per      . |  |
| **Duties and Responsibilities** |
|  |

|  |  |
| --- | --- |
| **Do you have any other work or commitments that you plan to continue if employed by LA?** **If YES please provide details (including hours per week):** | Yes/No |

|  |
| --- |
| **Personal development**Please include any voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: |
|  |

# **Supporting Statement**

Please describe how you meet the criteria for the post as outlined in the Person specification.

|  |
| --- |
|       |
| Continue on **one A4 page** if necessary, but **please do NOT include your CV**. |

 **Personal Details**

Personal details will be separated from the Application Form prior to shortlisting and will not be submitted to the selection panel.

**Post Applying For:**

**If this role is full-time, are you wishing to apply on a job share basis?** **Yes/No**

|  |  |  |
| --- | --- | --- |
| **Title** | **First Name** | **Surname** |
|       |       |      |
| **Previous Surname** | **Known As** | **Date of Birth** | **National Insurance No** |
|       |       |       |       |
| **Address** |
|       **Post Code:**  |
| **Email Address** | **Telephone Number** |
|       |        daytime/evening        daytime/evening  |

|  |  |
| --- | --- |
| **Have you ever lived or worked overseas?** | **Do you have the right to work in the UK?** |
| Yes/No | Yes/No |
| **Do you require a work permit if you are successful in your application?** | **If your answer to any of these questions was ‘Yes’, please provide details** |
| Yes/No |       |

|  |
| --- |
| **Do you have any criminal convictions, cautions or reprimands, bind-overs or have you been given a warning for a criminal offence?** |
| Yes/No |
| **Do you currently have criminal charges pending or are you under a criminal investigation?** |
| Yes/No |
| **Have you ever been disqualified from working with children or vunerable adults, or are sanctions imposed on you by a regulatory body?** |
| Yes/No |
| **If your answer to any of the above questions is ‘Yes’, please provide details on a separate sheet of paper and mark your application “PRIVATE AND CONFIDENTIAL FOR THE ATTENTION OF THE HR MANAGER” (either on the envelope or in the subject of the email).**  |

|  |
| --- |
| **Do you have a previous personal or professional relationship with a member of staff or Trustee of Limbless Association? (if ‘Yes’, please provide details)** |
| Yes/No |

## **Emergency Contact / Next of Kin**

|  |  |
| --- | --- |
| **Full Name** | **Relationship to You** |
|       |       |
| **Address** |
|       **Post Code:**  |
| **Email Address** | **Telephone Number(s)** |
|       |       daytime/evening       daytime/evening  |

## **Referees**

Please provide two people who we may contact for a reference on your suitability for the role. One must be your most recent line manager or supervisor, and the second should also be a previous manager/supervisor, or failing that, someone who knows you in a formal or professional capacity. Please ask your referee’s permission to give their details before submitting your application.

**First Referee:**

|  |  |
| --- | --- |
| **Full Name** | **Relationship (e.g. Manager)** |
|  |  |
| **Business Address** |
| **Post Code:** |
| **Email Address** | **Telephone Number** |
|  |  daytime/evening |

**Second Referee:**

|  |  |
| --- | --- |
| **Full Name** | **Relationship (e.g. Manager)** |
|  |  |
| **Business Address** |
| **Post Code:** |
| **Email Address** | **Telephone Number** |
|  |       daytime/evening  |

**Data protection statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Limbless Association will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is on the Limbless Association website.

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.

I understand that any offer of employment is subject to the Limbless Association being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed: Date:

**Where did you see this post advertised?** [ ] Third Sector jobs [ ]  Indeed [ ]  LA website

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