

**Application Form**

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|  Position Applied For  |  |  |
| Title  |  | Forename | (s)  |  | Surname  |   |
| Address  | Postcode: |  |
|  Email address:  |   | Telephone:  |  |

|  |  |
| --- | --- |
| **UK National Insurance No:** |  |

# Education and Professional Qualifications

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| All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. |
| Subject/Qualification | Place of Study | Grade/result | Year obtained |
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**Membership of Professional Bodies** Please provide details regarding any relevant professional registrations or memberships (**please include nursing NMC details in this section**). This information will be subject to a satisfactory check.

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| Professional Body | Membership or Registration type | Membership/Registration Number | Expiry/Renewal Date |
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**Employment History** **–** Please summarise starting with your current/most recent employer, using a continuation sheet if required.

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| --- | --- | --- | --- | --- | --- |
| Job Title  |  |  | Salary  |  |  |
|  Employer (Name & Address) |  |  |  Dates Employed  |  From  |   | To  |  |
| Main Duties/Responsibilities  |  |  |
| Reason For Leaving  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  Job Title  |  |  | Salary  |  |  |
|  Employer (Name & Address)  |  |  |  Dates Employed  |  From  |  | To  |  |
| Main Duties/Responsibilities  |  |  |
| Reason For Leaving  |  |  |

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| --- | --- | --- | --- | --- | --- |
|  Job Title  |  |  | Salary  |  |  |
|  Employer (Name & Address) |  |  |  Dates Employed  |  From  |  | To  |  |
| Main Duties/Responsibilities  |  |  |
| Reason For Leaving  |  |  |

 **Where did you hear about the role at Claire House?**

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**Do you currently volunteer for Claire House? If yes, please provide the following details:**

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| Volunteer Position: Volunteering start date:  |

**Do you have any other jobs? If ‘yes’, please provide details below:**

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**Do you require any special arrangements in order to attend an interview? If ‘yes’, please provide details below:**

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**Do you have the right to work in the UK?** Yes No

We will require proof of your right to work in the UK i.e. current passport, birth certificate and/or other appropriate documentation.

**Do you hold a full UK driving licence?** Yes No

**If yes, do you have any points or convictions?** Yes No

(for driving posts only i.e. stock collector)

**Criminal Record:** Have you ever been convicted of a criminal offence? Yes No

Declaration subject to the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers , and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](https://www.gov.uk/government/collections/dbs-filtering-guidance). A copy of the Charity’s Criminal Records Information policy can be found [here](file:///H%3A%5CHR%20Toolkit%5CGDPR%5C050618%20criminal%20records%20information%20Policy.doc)

If you have answered ‘yes’ to the above question and are made an offer of employment a member of the HR team will contact you and ask you to provide further details.

**Relationships:** If you are related to an employee Claire House (including members of the Executive Leadership Team (ELT)) or a Trustee, or have a relationship with an employee (including ELT members) or Trustee, please state the relationship below:

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If you are related to a child or young person accessing Claire House Services please state the relationship below:

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**Supporting Information –** Please use a continuation sheet if required. In this section please give your reasons for applying for this post and additional information which demonstrates that you have read the published job description/person specification and how you meet the essential and (where relevant) desirable criteria for this position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

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**References**

Please give the names, addresses and work based email (private email addresses cannot be accepted), if available, of **two** employment referees, one of which must be your current manager or a senior person in the organisation (or most recent if not currently employed). If you are unable to do so i.e. because you have recently left school, college, university or have been unemployed, please clearly outline whom your referees are. Claire House will not take up references without your prior consent.

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| --- | --- |
| Reference 1 (must be current employer) | Reference 2  |
| Name:  |  | Name:  |  |
| Position Held: (their job title)  |  | Position Held:  |  |
| Work Relationship: |  | Work Relationship: |  |
| Organisation:  |  | Organisation:  |  |
| Address:  |  | Address:  |  |
| Work based Email:  |  | Work based Email:  |  |

 **Declaration**

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| The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subject to the charities disciplinary process if employed. Where applicable, I consent that the organisation can seek clarification regarding qualifications and or professional registration details. Name:Signature: Date: |

THE INFORMATION GIVEN ON THIS FORM WILL BE RETAINED FOR NO LONGER THAN IS NECESSARY AND UNDER THE TERMS OF THE GENERAL DATA PROTECTION REGULATIONS WILL BE TREATED IN A SECURE AND CONFIDENTIAL MANNER. FURTHER INFORMATION ON HOW YOUR INFORMATION IS USED CAN BE FOUND IN OUR PRIVACY NOTICE [HERE](file:///H%3A%5CHR%20Toolkit%5CGDPR%5C050618%20GDPR%20Privacy%20Notice%20recruitment.doc)