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| **Application Form** |  |
| **Post Applied for:** | |
| **How did you hear about this vacancy?** | |
| **Full Name(s):** | |
| **Address (including postcode):** | |
| **Contact telephone number:** | |
| **Email Address:** | |
| **National Insurance number:** | |
| **Are you eligible to work in the UK? YES NO (please tick as relevant)** | |
| **Please state what documentation you can provide to demonstrate this: eg British passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK.**  **Please note that for a UK-based post, we are only able to consider applications from individuals who hold the right to reside and work in the UK.**  **Should you be shortlisted you will be asked to bring this documentation to interview. Any subsequent offer of employment will be subject to successful verification of your right to work in the UK:** | |
| **Ethnicity:** | |
| **Do you consider yourself to have a disability?** | |
| **Do you hold a current driving licence?** | |
| This page of the Application Form will be detached prior to short-listing. | |

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| **For Office Use Only:**  **Application Number:** | | | | | | | | |
| **Education** (Please give details of education from age 11) | | | | | | | | |
|  | |  | | |  | |  |  |
| School/College/University | | Dates Attended | | | Subject/Course | | Level of exam | Grade |
| From | To | |
|  | |  |  | |  | |  |  |
| Other Qualifications, including membership of professional bodies: | | | | | | | | |
| **Employment and career history** (please list latest jobs first) | | | | | | | | |
| **Present employment** (please state if you are unemployed and whether you are registered) | | | | | | | | |
| Name and address of present employer | | | | Job title: | | Date started: | | |
| **Previous career history and relevant experience** | | | | | | | | |
| Name of employer | Position(s) and responsibilities | | | Dates | | Reason for leaving? Or still in the role: | | |
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| **Supporting Statement:** | |
| **Please outline why you would like to work with Aptitude Youth Work, what you would bring to the position:** | |
| **References** (please give names and addresses of two referees who are not related to you) | |
| Referee 1 (Employer)  Name and address  Contact Tel No Email: | |
| Referee (Employer 2/personal contact)  Name and address  Contact Tel No: Email: | |
| **Data Protection Statement**  The information provided by you on this form, together with that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If your application is successful and you become employed with Aptitude Organisation CIC the information will be used in the administration of your employment and to provide you with information about us or a third party. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.  We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will assume that you agree to the processing of sensitive personal data (as described above). | |
| **Declaration**  **I consent to a Disclosure and Barring Service (DBS) criminal records check if appointed to the position for which I have applied.**  **I agree to inform Aptitude Organisation CIC if I am convicted of an offence after I take up any post within Aptitude Organisation CIC.** I understand that failure to do so may lead to the immediate suspension of my work with children/young people/vulnerable adults and/or the termination of my employment.  **I agree to inform Aptitude Organisation CIC if I become the subject of a police and/or a social services (Children’s social care or Adult Social Services) department investigation.** I understand that failure to do so may lead to the immediate suspension of my work with children/young people/vulnerable adults and/or the termination of my employment.  **I declare that to the best of my knowledge and belief, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks of employment eligibility and criminal convictions, all of which must be deemed by Aptitude Organisation CIC as satisfactory**  **Signed: Date:** | |
| **Please return by email to:** [**contact@aptitude.org.uk**](mailto:contact@aptitude.org.uk) | For Office Use Only EO Ref:  Date application form received  References Sent  1) 2) 3)  References returned  1) 2) 3)  Interview confirmed YES/NO  Interview date Time |