

<b>Post Applied for:</b>	
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## Job Application Form

**It is important that you read the guidance notes before completing this application form.  
Applications received after the closing date will not be considered.**

**ALL INFORMATION CONTAINED IN THIS DOCUMENT WILL REMAIN STRICTLY CONFIDENTIAL.**

### Section A - Personal Details

Title								
First Name								
Surname								
Address								
Post Code								
Daytime Telephone Number				Mobile Telephone Number				
Email Address								
National Insurance Number								

Are you free to remain and take up employment in the UK with no current immigration restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Driving Licence – If relevant to the post applied for.</b>	
Do you hold a full driving licence valid in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have use of own vehicle with adequate insurance for travel across the whole of Kirklees area during working hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If successful you will be required to provide relevant evidence of the above details prior to your appointment. Failure to comply will result in your application being terminated and/or any job offer rescinded. Driving licences and insurance documents will be checked at first interview*

## Section B - Present Employment

(If now unemployed give details of last employer)

<b>Name of Employer</b>	
<b>Employer Address</b>	
<b>Post Code</b>	
<b>Job Title</b>	
<b>Date Employment Started</b>	
<b>Date Employment Ended (if applicable)</b>	
<b>Current salary</b>	

**Brief description of duties:**

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<b>Required Period of Notice (if applicable)</b>		<b>Last Day of Service (if no longer employed):</b>	
<b>Reason for leaving:</b>			

## Section C - Previous Employment

(most recent employer first covering last 10 years)

Name of Employer			
Employer Address			
Post Code			
Job Title			
Start Date		End Date	
Brief Summary of Duties			
Reason for leaving			

Name of Employer			
Employer Address			
Post Code			
Job Title			
Start Date		End Date	
Brief Summary of Duties			
Reason for leaving			

We require a full record of your employment. If there are any gaps in your employment, please indicate below (please use a separate sheet if required)

Employer's Name	Employment Dates From – To	Reason for leaving

## Section D - Education

Please give details of qualifications obtained from secondary school, further education and any professional qualifications gained

School / Academic Establishment	Course/Subject	Qualifications and grades obtained

## Section E - Rehabilitation of Offenders Act 1974

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The job which you are now applying for falls within that order. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. It is your responsibility to read this information in full and complete the application form accurately.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes  No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes  No

If Yes, please give details / dates of offence(s) and sentence

Date	Details of conviction, caution reprimand or warning	Penalty

Are there any matters pending

Yes

No

If yes, please give details:

## **Section F - Personal Statement**

### **Abilities, skills, knowledge, and experience**

Please use this section to explain in detail how you meet the requirements of the role documented in the Job Description and Person Specification. Please provide specific examples that evidence that you possess skills and experience relevant to the role. If you are or have been involved in voluntary/unpaid activities, please include this information. Attach and label any additional sheets use. Please limit your answer to this section to no more than 3 sides of A4

**Abilities, skills, knowledge, and experience continued**

**Additional sheets attached**

## Section G - References

One reference must be from your current employer you are unable to do this, please clearly outline who your references are below.

References will be requested as part of the recruitment process and they will form part of the decision-making process. Your referees must be able to answer questions concerning your employment history and suitability for the post. Please do not give the names of friends or family.

We will contact your referee after a conditional offer has been made.

Reference 1	
Name	
Organisation	
Job Title	
Work Relationship	
Address	
Post Code	
Telephone Number	

Reference 2	
Name	
Organisation	
Job Title	
Work Relationship	
Address	
Post Code	
Telephone Number	

## Section H – Important Notice to Applicants

Paddock Community Trust takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer, previous employers, or places where you have carried out voluntary work. It is important that you give exact names and current address of previous employers/voluntary work areas etc.

All job offers are subject to an Enhanced DBS check and other relevant checks. Due to this you may not be able to commence work, until these checks have been received.

Our recruitment procedure can be intensive and can take some time, however, we are sure you can appreciate the reasons why such stringent checks are made and ask that you bear with us whilst they are completed.

Data Protection Act 2018 applies. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed within 4 weeks after the closing date.

If you fail to complete any section of the application form you may not be shortlisted or invited to attend an interview.

We will treat all information provided on this form in the strictest confidence – you may provide additional information in writing and in confidence or indicate that you wish to discuss in more detail if invited for interview.

**I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.**

**Signature**

*If you have manually completed the form, please sign below*

*If you have electronically completed this form please tick the box to confirm the declaration above*

**Date**