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**Job Application Form**

1. **Position applied for**:
2. **Personal details**

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| --- | --- |
| **First name**: | **Last name**: |
| **Email address**: | **Address**: |
| **Telephone number**: | **Postcode**: |

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| --- | --- |
| **Do you have the right to work in the UK?** | Yes / No (delete as appropriate) |
| *Note: the charity will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.* | |

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| --- | --- |
| **Have you ever been convicted of any criminal offences?** | Yes / No (delete as appropriate) |
| **If you have indicated yes, please summarise the details below**. Having a conviction will not necessarily prevent you from working or volunteering for Caring in Bristol but will be taken into consideration when assessing your suitability. | |
|  | |
| *Note: if you are successful in your application and are appointed to this post you will be required to submit an Enhanced DBS before your employment is confirmed.* | |

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| **Do you require any special arrangements to be made to assist you if invited for interview?** | Yes / No (delete as appropriate) |
| **If yes, please provide details**: | |

1. **References**

Please provide details of two references, including one work-related reference, where possible from your current or most recent post. References will not be contacted without your prior approval.

*In some circumstances Caring in Bristol may find it helpful to contact one or other of your references prior to interview. Please confirm below for each reference whether you are happy for us to do so.*

|  |  |
| --- | --- |
| **Name**: | **Name**: |
| **Position**: | **Position**: |
| **Company**: | **Company**: |
| **Email**: | **Email**: |
| **Telephone**: | **Telephone**: |
| **Nature of relationship**: | **Nature of relationship**: |
| **Permission to contact prior to interview?** | **Permission to contact prior to interview?** |
| Yes / No (delete as appropriate) | Yes / No (delete as appropriate) |

1. **Signature**

|  |  |
| --- | --- |
| I certify that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I understand that my employment is subject to references that are satisfactory to Caring in Bristol.  *Note: typed/digital signatures are acceptable for the purpose of this application form.* | |
| **Signature**: | **Date**: |

**Pages 1 and 2 will be removed for shortlisting**

1. **Education**

Tell us about your education starting with the current or most recent. Only go back as far as college or sixth form – we don’t need to know your GCSE results! Insert more rows as required.

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| --- | --- |
| **Name of institution** (specify whether studying full or part time) | **Subjects taken and qualifications gained** (specify grades or degree class obtained) |
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|  |  |
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1. **Professional qualifications**

Tell us about any professional qualifications you hold. Insert more rows as required.

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| --- | --- | --- |
| **Name of institution** | **Grade of membership** (where relevant) | **Date joined** |
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1. **Employment**

Tell us about your employment history starting with the current or most recent. You don’t need to include every temporary and part-time role you’ve ever had, but please include any relevant positions to give us a picture of your experience. If there are any gaps in your employment history, there is space below to provide details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of current or most recent employer and nature of business:** | |  | |
| **Position held:** | |  | |
| **Brief description of duties:** | |  | |
| **Reason for leaving:** | |  | |
| **Date of appointment**: | **Notice period**: | **Last day of service**: | **Salary**: |

**Previous employment** (insert more rows as required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer and nature of business** | **Role and key responsibilities** | **Start date** | **End date** | **Reason for leaving** |
|  |  |  |  |  |
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**Gaps in employment** (insert more rows as required)

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| --- | --- | --- |
| **Date and length of gap** | **Between which employers** | **Reason** |
|  |  |  |
|  |  |  |
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1. **Training**

Tell us about any training you have completed that is relevant to this role.

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| --- | --- |
| **Training course or qualification** | **Date** |
|  |  |

1. **Interests**

Tell us about any interests or activities you are involved in that might be relevant (i.e. volunteering/community work/sports teams etc)

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1. **Personal statement**

Tell us why you are the right person for this job. Please ensure you read the job description and address all the requirements. Please limit this section to 2 pages.

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**That’s it! Thanks for applying to join our team. Please follow the instructions in the job advert and on the website to apply for this role.**