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**CONFIDENTIAL JOB APPLICATION FORM**

***Committed to equality at work and in our community***

All relevant sections must be completed.

Please save and send as a Microsoft Word document.

Curriculum vitae must not be submitted in place of any information on this form.



|  |
| --- |
| **1. VACANCY INFORMATION** |
| Application for the post of: |
| At: |

|  |
| --- |
| ***PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO: People Solutions LiveWire Warrington, Orford Jubilee Park Neighbourhood Hub, Jubilee Way, Warrington, Cheshire, WA2 8HE*** ***recruitment@livewirewarrington.org*** |

|  |
| --- |
| by the closing date of :  |

**2. PERSONAL DETAILS**


|  |  |
| --- | --- |
| Surname  | Title  |
| Previous Surname  |
| First Name(s)  | Known as  |
| Have you ever been known by any other name? Yes [ ]  No [ ]   |
| If yes please give details  |
| Address  |  |
| Postcode  |
| Telephone : Business  | Private  |
| Mobile Tel:  | e-mail  |
| ***Please note*** if you provide an email address we will use this to communicate with you if you are shortlisted for interview. Therefore please check your in-box regularly and ensure that warrington.gov.uk is set as a ‘safe sender’ to ensure that emails are not filtered into spam or junk email folders |

**3. REFERENCES**



Please give details of two referees who are not related to you, from whom references about your suitability for the job can be obtained. **If presently employed, one must be your current employer.** Please provide the appropriate company contact details, we would normally contact the Human Resources Department for a reference. **If unemployed, one must be your most recent employer**. In the absence of previous employment experience a reference from your head teacher / tutor or related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults. (This is only relevant if the job you are applying for involves working with children/vulnerable adults).

|  |  |
| --- | --- |
| **1. Current or most recent employer** | **2. Previous employer or Personal referee** |
| Company name: |  | Company name (if applicable): |  |
| Line manager name : |  | Name of referee : |  |
| Company Address : |  | Occupation: |  |
| Address 2: |  | Address: |  |
| Address 3: |  | Postcode: |  |
| Postcode: |  | Business Telephone: |  |
| Business Telephone: |  | Home Telephone: |  |
| Business Mobile: |  | Mobile: |  |
| Business/HR DeptE-mail address: |  | E-mail: |  |
| How long has the referee known you?  | How long has the referee known you?  |
| In what capacity does the referee know you?  | In what capacity does the referee know you?  |
|  | Current employer |  | Previous employer |
|  | Most recent employer |  | Colleague/former colleague or manager but the referee is given on a personal basis |
|  | Personal (if you do not have previous employment experience) |  | Personal |
|  |
| If the referee knows you by a different name please state  | If the referee knows you by a different name please state  |
| Please tick this box if you do not want this referee to be contacted prior to interview. |  | Please tick this box if you do not want this referee to be contacted prior to interview. |  |

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees we will only contact the referees after interview, if you are the successful candidate.

**Please contact your referees to advise them that you have provided their details and to confirm that they would be prepared to provide a reference for you if requested.**

**4. DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE**

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A criminal record will not necessarily exclude you from employment .The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying. You are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974.

However, if you are applying for work which involves substantial opportunity for access to children or vulnerable adults, you are required to give details of criminal convictions, cautions, reprimands or final warnings even if they are regarded as ‘spent’. 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. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk](https://www.gov.uk/disclosure-barring-service-check/overview)

Should you identify that you have a criminal record, this will be discussed in confidence at interview.

Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions that you are required to declare?

Yes [ ]  No [ ]

If “Yes”, give details below:-

|  |  |  |
| --- | --- | --- |
| Details of offence & Sentence | Date | Court or police force who dealt with the offence |
|  |  |  |

Posts that may have substantial opportunity for access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Act and will require a Disclosure & Barring Service check. Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service. Further information about Disclosures can be found on the Government website in the Employing People Section.

<https://www.gov.uk/crb-criminal-records-bureau-check>

**Declaration (for posts that may have substantial opportunity for access to children or vulnerable adults)**

In your current, or any previous employment, have you ever been subject to any investigations or disciplinary procedures involving issues related to the safety and welfare of children, young people or vulnerable adults or your behaviour towards children, young people or vulnerable adults ?

Yes [ ]  No [ ]

If “YES”, please provide details below, for example the outcome of the investigations or procedures and whether any penalties that were applied have now expired:-

|  |
| --- |
| Details and Date/s |
|  |

**I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.**

|  |
| --- |
| “I certify that the details on this application form are true as far as I know. I understand that if I give false information or withhold relevant information it could result, if engaged, in termination of employment”Signed: Date:  |

**5. IMMIGRATION ASYLUM AND NATIONALITY ACT 2006**

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|  |
| --- |
| Nationality at birth: Present Nationality:  |
| * Have you ever possessed any other Nationality or Citizenship?
 |  Yes [ ]  No [ ]   |
| * Are you subject to immigration control?
 |  Yes [ ]  No [ ]   |
| If yes, do you have unrestricted entitlement to take up employment in the UK? |  Yes [ ]  No [ ]  |
| * Do you have or are you entitled to obtain a National Insurance Number?
 |  Yes [ ]  No [ ]   |
| * If you have answered ‘No’ to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?
 |  Yes [ ]  No [ ]  |

**6. DECLARATION OF RELATIONSHIP**

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Are you or your spouse related by marriage, blood or as a cohabitee to any Culture Warrington Board Member?

 Yes [ ]  No [ ]

If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.

|  |  |
| --- | --- |
| Name:  | Relationship:  |

If you canvass any Trustee or employee Culture Warrington about your application, you will be disqualified. This does not stop a Trustee or employee giving a written reference about you.

**7. CERTIFICATION / DECLARATION**

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I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

Signed: Date:

Providing false information is an offence and could result in:-

* the application being rejected;
* Summary Dismissal if the applicant has been selected.

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS if relevant to post and Asylum & Immigration checks.

We must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

We will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998 and the General Data Protection Regulations.

**We would like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within 4 weeks of the closing date, please assume you have not been shortlisted for interview.**

**8. RECRUITMENT MONITORING**


Please indicate where you first saw or heard about the advertisement for this vacancy.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CULTURE WARRINGTON WEBSITE |  | WORD OF MOUTH |  | WARRINGTON BOROUGH WEBSITE |  | LOCAL PRESS |  |
| OTHER  |  | INTERNAL APPLICANT |  | For Other : Please state where |

**9. DISABILITY AND REASONABLE ADJUSTMENTS**

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By answering the following questions, you will assist Culture Warrington to comply with its obligations arising from the Equality Act 2010. You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Culture Warrington will guarantee you an interview.

EQUALITY ACT 2010

“a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities.”

DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION? Yes [ ]  No [ ]

(regardless of whether or not it has an impact on your ability to do the job for which you are applying)

If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below.

**10. INTERVIEW ATTENDANCE**

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Please indicate any periods when you may not be available for interview. We cannot guarantee to accommodate alternative dates.

**11. EDUCATION ATTAINMENTS**

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Education, training and professional qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | TO | Full Name and Address of School / College / University / Institution | Qualifications |
| (Month & Year) | Gained (with grades) | For which you are studying |
|  |  |  |  |  |

**PROFESSIONAL BODIES**

(Please give details of any professional body of which you are a Member. Indicate those obtained by examination)

**Please note that you will be required to produce evidence of qualifications attained.**

**12. DRIVING LICENCE DETAILS**

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|  |  |
| --- | --- |
| Do you hold a full current licence? |  Yes [ ]  No [ ]   |
| If yes, what type of licence: - | Private / Light Goods  | HGV  | CLASS  |
| Other  |

**13. CURRENT EMPLOYMENT DETAILS**

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If you are currently employed by a recruitment agency please provide the agency details, rather than the company where you are undertaking your assignment. Please ensure that the details you provide here for your current or most recent employer are also included in Section 3, References.

|  |  |
| --- | --- |
| Title of present/most recent job: |  |
| Name & address of employer: | Date appointed:  | Date left if applicable:  |
| Current salary or at time of leaving:  |
| Permanent or Temporary:  |
| Tel No.  | Reason for leaving if already left:  |

**14. FULL OCCUPATIONAL HISTORY**

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Please give details of **ALL** full and part-time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.

Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY. (Continue on a separate sheet if necessary)**

|  |  |  |
| --- | --- | --- |
| Type of experience/Post title (paid or unpaid) and reason for leaving | Name & Address of Employer | Dates |
| From | To |
|  |  |  |  |

**15. WRITE IN SUPPORT OF YOUR APPLICATION HERE – This section must be completed**

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**A Curriculum Vitae must not be submitted in place of any information required on this form.**

You may, however, wish to submit supplementary evidence to your application form by attaching a maximum of 2 sides of A4 paper.

Please explain how you meet the requirements outlined in the Job Description and Person Specification. You should give examples from previous paid, unpaid or voluntary experience.