APPLICATION FOR EMPLOYMENT

**Application for the post of : Job reference:**

**Thank you for your interest in employment at The Sussex Beacon. Please complete all sections of this application form and send it along with the equality monitoring form to Hr@sussexbeacon.org.uk. Completed application forms must be returned by the closing date shown on the job advertisement.**

**If you have not been contacted within 3 weeks of the closing date, please assume that your application has been unsuccessful.**

# DECLARATION

I confirm that the information provided is, to the best of my knowledge, true and complete, and understand that providing false or misleading information, will disqualify me from appointment or, if appointed, could lead to dismissal without notice. In accordance with the Data Protection Act 1998 the information provided on this form and in the accompanying papers will be used to assess my suitability for the post and, if employed, this information will form the basis of my employee personnel file. I understand that the information provided on this form may be entered onto a computerised database.

Signed\* Date

(type name if submitting electronically)

**\* If you are submitting this form electronically then you should note that in the absence of this signature the emailing of this application constitutes your personal certification that the details are correct.**

# YOUR DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | Forename (s) | | Title |
| Home address  Post Code | | | |
| Home telephone  Mobile telephone  Email | | Work telephone  Can we contact you at work? Yes/No  When is the best time to contact you? | |

# REFERENCES

Please give details of two referees, one of whom must be your current employer or, if not currently employed, your most recent employer. It is not acceptable to list a friend as a referee. References will only be taken up for short-listed candidates. Appointments will be offered subject to satisfactory references.

|  |  |
| --- | --- |
| Title and Name | Title and Name |
| Position | Position |
| Address  Post code | Address  Post code |
| Working Relationship | Working relationship |
| Daytime Telephone | Daytime Telephone |
| Email | Email |
| Fax | Fax |
| May we contact this referee prior to interview?  Yes/No | May we contact this referee prior to interview?  Yes/No |

# Current or most recent employment

|  |  |
| --- | --- |
| Organisation | Address  Postcode |
| Line manager Position : E-mail Telephone | |
| Position held From (day/month/year) To (day/month/year) | |
| Period of notice / date able to start Salary  £ a year | |
| Please summarise your current duties and responsibilities | |

# Previous employment

Start with your latest employer and list the work you have done previously in chronological order. Please detail any gaps in employment as fully as possible. If you have never been employed or have been unemployed for some time please give details of other experience or training. Please also provide details of any unpaid or voluntary work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name of employer and nature of business | Position held / duties and responsibilities | Reason for leaving |
| From (m/y) | To  (m/y) |
|  |  |  |  |  |

# Education, qualification and training

|  |  |  |
| --- | --- | --- |
| **Secondary education (if less than 10 years ago, otherwise not necessary to complete this section)** | | |
| Qualifications | Subjects | Level / grade |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Further and higher education** | | | | | |
| List both completed further and higher education and that currently being undertaken. If the period of study was longer than normal to obtain the qualification, explain e.g. part-time study. | | | | | |
| Dates | | Academic qualification | Subject(s) | Level / grade | Institution /  provider |
| From (m/y) | To (m/y) |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional qualifications / training courses** | | | | | |
| List both completed professional qualifications and those currently being undertaken. | | | | | |
| Dates | | Professional qualification | Subject(s) | Level / grade | Institution /  provider |
| From (m/y) | To (m/y) |
|  |  |  |  |  |  |

# Additional information in support of your application

Please read carefully the Job Description and Person Specification for the vacancy and provide any further evidence showing how you meet the requirements of the post. You should provide details of relevant skills, abilities, experience and knowledge that you have which will enable you to carry out the job effectively. These may be gained from your life and work experience (paid or unpaid), education, training or hobbies/interests.

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# Additional information in support of your application (continued)

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|  |

# Supporting Statement. Please say why you are applying for this job.

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# REHABILITATION OF OFFENDERS ACT 1994

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| --- | --- | --- |
| In accordance with the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure & Barring Service guidance, **The Sussex Beacon will not discriminate in its employment decisions for ex-offenders with criminal records if it is judged that the offence has no relevance to the requirements of the post or where you will be required to work.** A full copy of our policy on employing people with criminal convictions can be obtained on request to Sussex Beacon Human Resources Department .   * For all Sussex Beacon posts involving the direct provision or management of services to our clients, spent and unspent convictions must be disclosed by all applicants on the form below. * For all other posts, only unspent convictions must be declared.   This form will be confidential to the panel members and Human Resources staff, and the contents will be used in accordance with the provisions of the Data Protection Act 1998.  Confirmation in post will be subject to satisfactory Disclosure & Barring Service clearance. | | |
| **Have you ever been convicted of a criminal offence?** Yes  No  **If ‘Yes’ please give details including dates and sentences, if applicable below, and enclose this page in a sealed envelope marked ‘Private and Confidential’ for the attention of Human Resources Department:** | | |
| **Conviction** | **Dates** | **Sentence (please indicate whether this is current or spent)** |
|  |  |  |
|  |  |  |
|  |  |  |
| Are you currently on a Probation Order or in contact with a Probation Officer or other professionals in relation to your conviction?  Yes  No | | |
| **Disciplinary and Capability Status** | | |
| Are you under investigation by your employer for any disciplinary or capability issuesYes  No if so please give details below: | | |

# Additional information

Please give details of any other post(s) at The Sussex Beacon for which you have applied:

# PERSONAL HOMELESS EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of hostel or supported housing project / if rough sleeping indicate where / if a resettlement or TST client please provide details. | Contact name, address, e-mail and telephone number of key worker/ hostel manager/ outreach worker |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Sussex Beacon welcomes and accepts applications from all sections of the community, especially those with a personal history of homelessness.**