

**Richmond’s Hope - A Bereavement Organisation for Children**

**Application Form**:  **Team Leader** (**Bereavement Support)**

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| Applicants for the above post are welcome to include one A4 sheet with information that cannot be included on this form |
| Personal Details |
| Surname: | Forename: |
| Full Address  Postcode: |
| Home telephone Number: | Work Telephone Number: |
| Driving Licence: Yes/no Full/Provisional | Car owner Yes/No |

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| Education & Training**Examinations/qualifications (obtained at school, college, university etc.)** |
| Qualification Subject | Results/Grades |
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| Current professional Membership |
| Class/Grade of Membership | Institution | How Awarded | Date Awarded |
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| Other Relevant Training |
| Course Name/Subject | Provider | CertificatedYes/No | Duration | Date Awarded |
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| Previous Paid EmploymentPlease begin with most recent employment, supply exact dates where possible |
| DatesFrom To | Employer NameNature of Business | Position held and brief details and notice period required |
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|  Present or most recent position (please specify whether paid or voluntary) |
| Name of employer: |  | Paid  |  | Voluntary |  |
| Address: |
| Telephone Number: |
| Title of post heldFull Time/Part Time: |
| Present Salary Scale: | Present Salary Point: | Actual Salary: |
| Date appointed | Period of notice required by present employer: |
|  Duties of present or most recent position |
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| Voluntary Experience (Please begin with most recent placement, supply exact dates where possible) |
|  DatesFrom To | Employer NameNature of Business | Position held and brief details |
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| **Criminal Convictions** |
| Due to the nature of the work this post is exempt from the Rehabilitation of Offenders Act 1974. Any convictions which you mayhave are not therefore considered to be spent and it is essential that you provide us with information about any convictionswhich you have regardless of when these occurred. In the event of employment, any failure to disclose such convictions couldresult in disciplinary action by The Board of Directors, including dismissal. Any further information will be completelyConfidential and considered only in relation to the particular post for which you are applying. The Board of Directors will makefurther enquiries in such instance. A conviction is defined as anyone who is found guilty by a court of law, with or without penalty (e.g. fine or imprisonment). Please note that an admonishment is a conviction without penalty and should be included on this form. |
| Offence | Sentence | Dates |
|  |  |  |

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| Please state from which source you first became aware of this vacancy: |

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| **References**  |
| It will be assumed, unless stated otherwise that these referees may be contacted by telephone. If you are known to your referees by another name, please indicate here what this would be: |
| **Please give name, address and designation of two referees, one of whom *must* be your present or most recentemployer** |
| **Name:** | **Name:** |
| **Designation:** | **Designation:** |
| **Organisation:** | **Organisation:** |
| **Address:** | **Address:** |
| **Telephone No:** | **Telephone No:** |

1. Richmond’s Hope welcomes applicants from individuals who have a disability. As part of Richmond’s Hope policy, applicants who have a disability are guaranteed an interview, **provided all the essential qualifications and experience requirements for the particular post are met**.

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1. **If you consider yourself to be disabled. Please tick**
2. **If called for an interview, would you require any facilities/assistance, e.g. ramp access, large print material, a signer.**
3. **If so, please give details:**

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| **I hereby certify that the information given is correct to the best of my knowledge****Signature Date** |

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| Statement in support of applicationPlease add here any information you wish to support your application. (Continue on a separate sheet if necessary) |
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**Please email your completed application to:** **info@richmondshope.org.uk**

**Notes to all applicants:**

**APPLICATION FORM**

This should be completed in black ink or preferably typewritten to allow clear photocopies to be made. Please do not submit a CV.

You should try to tell us as much about your skills and experience as possible. You should give clear examples of your experience in each skill required for the position as stated in the person specification. You should tell us about your other skills, particularly if they match up with other requirements of the job.

**REFERENCES**

Please provide the names and addresses of two referees (one of whom should be your present employer) where the referee can provide personal knowledge of your work and suitability for the job. If you are currently not in employment, please nominate your last employer as one of your referees.

**EQUAL OPPORTUNITIES**

Richmond’s Hope recognises the need to ensure equal opportunity for all of its employees and job applicants. Richmond’s Hope policy outlines its commitment to ensure that all applicants for employment are selected solely on the basis of their ability to do the job.

**EMAIL SECURITY**

Please note that email cannot be guaranteed as secure. By submitting the application form by email, you are accepting risks, which include that your message and form may be read more generally, altered, re-directed or lost. Application forms submitted by email will be signed at interview to confirm the accuracy of these details.

**SUBMITTING YOUR APPLICATION**

Please submit your application by email and make sure you attach the completed application form along with any additional A4 sheet of supporting information.

**QUESTIONS, QUERIES OR FURTHER INFORMATION**

If you require any further information or would like an informal chat about the position, please feel free to contact Val Scholfield by email info@richmondshope.org.uk

**Equal Opportunities Monitoring Questionnaire** (optional)

Richmond’s Hope is an equal opportunities employer. When people apply for jobs with us, we ask them to
fill in this form because it will help us to see of our Equality and Diversity Policy is working and if our advertisements are reaching all sections of the community. Any information you choose to provide will be
kept in the strictest confidence for monitoring purposes only.

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| **Name:** |
| **Post Applied For:** |

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| **Gender: □ Male □ Female** |

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| **Age: □ 16-18 □ 19-30 □ 31-45 □ 46-60 □ Over 60** |

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| **Do you have a disability?** |
| **Learning: □ Yes □ No** | **Physical: □ Yes □ No** |
| **If yes, please tell us what your disability is:** |
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| **How would you describe your ethnic origin?** |
| **□ 1. Scottish** | **□ 2. UK**  | **□ 3. European** | **□ 4. Asian** |
| **□ 5. Chinese** | **□ 6. Indian** | **□ 7. Bangladeshi** | **□ 8. Pakistani** |
| **□ 9. African** | **□ 10. Other (please specify):** |

Thank you for your help in completing this form. Please note that this information and the accompanying form may be stored or processed for monitoring purposes and that you consent to that storing or processing in returning either form. This form will be securely destroyed within six months.