



Registered Charity SC033312 Company No. 335769

APPLICATION FOR APPOINTMENT

Please complete in black ink or type and return Application Form to:

By Post:

**HOPE for Autism
The HOPE Centre
145 Chapel Street
Airdrie
ML6 6LH**

By email: HOPE@hopeforautism.org.uk

Post Applied For:

1. Personal Details

Surname:

First name:

Other Names:

Address:

Postcode:

Email address:

Telephone No.

(daytime)

(other)

2. Education and Training (most recent first)

School/college/university	Dates	Qualifications gained

3. Other Relevant Information (if applicable)

Software packages:

Other relevant skills or training:

Voluntary Experience:

Current Full Driving Licence YES

NO

4. Work History (present or most recent employment first)

Job Title Summary of Duties	Employer	Dates	Salary	Reason for Leaving

Period of Notice required?

5. Supporting statement

Refer to the job description the person specification and detail below how your knowledge, skills and experience are directly related to this post.

Short listing will depend on how closely candidates meet these criteria.

Please try to restrict to this one page, although additional sheets may be added if necessary

6. References

One of these should be your present or most recent employer

Name:

Occupation:

Address:

Postcode:

Telephone No.

Name:

Occupation:

Address:

Postcode:

Telephone No.

May we contact referees prior to interview? YES

NO

Where did you learn of this vacancy?

Are you related to or have a close relationship with any HOPE for Autism employees or volunteers?

YES NO _____

Are you related to or have a close relationship with any HOPE for Autism Board members?

YES NO _____

IF YOU HAVE BEEN CONVICTED OF A CRIMINAL OFFENCE WHICH IS NOT SPENT, AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974, PLEASE GIVE DETAILS:

As part of our recruitment and equality monitoring processes, we will collect and store sensitive data about you. We are required by law to obtain your consent to such data being recorded. Sensitive data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

By signing this form, I give my consent to sensitive personal information being recorded and stored under the General Data Protection Act (May, 2018) on the understanding that it will be to determine my suitability for this post and to provide monitoring and statistical information on recruitment and equalities at HOPE For Autism.

I understand that in order to take up appointment, I must provide HOPE with evidence of my eligibility to work in the UK.

I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment and understand that any misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreements made.

Declaration**Signature:** _____**Date:** _____