***[Schemes should note that prior to sending this application form please ensure that you read through the form and delete the relevant options in the Rehabilitation of Offenders Act section applicable to the post advertised. The application form should be printed along with the*** [***guidance notes***](https://intranet.home-start.org.uk/managingascheme/recruitingandmanagingstaff/Lists/Guidance/DispForm2.aspx?List=ac7055d9-0e32-4215-883e-9eed1416bdb8&ID=100&Source=https://intranet.home-start.org.uk/managingascheme/recruitingandmanagingstaff/Pages/RecruitmentandNewStarters.aspx)***]***

Please read the Guidance Notes before completing this form, because we can only determine your suitability for the position from the information you give in this application.  The closing date for this post is **Friday 12th  July 2024** – any applications received after this date cannot be considered.  Interview Dates will be **week beginning 22nd July 2024**.  Please return your completed application form to kim@homestartwl.org.uk or Kim R Harris, Home-Start West Lothian, Cameron House, 13a Fairbairn Road, Livingston, EH54 6TS

|  |
| --- |
| Position applied for: Business Support Officer |
| Closing date: Friday 12th July 2024 |
| Full Name  |  |
| Address including postcode |  |
| If you have been at this address less than five years, please give previous address |  |
| Home telephone no:Email address: | Mobile telephone no.: |
| This post **does/does not** require the use of a vehicleDo you have access to the use of a vehicle?**YES/NO** | Do you hold a current driving licence?**YES/NO** |
| This job **is not** open to job share. If it is, do you wish to be considered for this?**YES/NO** |

|  |
| --- |
| **REFERENCES**: Please give the names and addresses of two referees who must not be related to you or a member of your household.   One must be your current or most recent employer.  We will only contact your referees if we make you a conditional offer.**Please ask permission prior to submitting referees’ details and confirm full address.** |
| **Referee 1** Time known this personIn what capacity? | **Referee 2**Time known this personIn what capacity? |
| Name:Address:Postcode:Email:Telephone: | Name:Address:Postcode:Email:Telephone: |

**Education**

|  |  |  |
| --- | --- | --- |
| Subjects | Qualifications gained(e.g. GCSE, A ‘level, Highers, NVQ, Degree) | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Job related qualifications/specialised training**

|  |  |
| --- | --- |
| Course title and qualification achieved (if applicable) | Grade |
|  |  |
|  |  |
|  |  |

We would like to get a picture of your experience to date, detail as requested below.

**Present or most recent job:**

|  |  |
| --- | --- |
| Job title: | Employer’s name and address |
| Date started: |  |
| Date finished: |
| Salary: |
| Notice required: |
| Purpose of job and main tasks: |

**Previous employment, most recent first**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Please tell us about any voluntary or unpaid work, starting with most recent**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation | Role | From | To | Brief description of duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please tell us about gaps in your employment history, starting with the most recent**

**with reasons e.g. career break to look after children or other dependants, travelling, training or education.**

|  |  |  |
| --- | --- | --- |
| From  | To | Reason |
|  |  |  |
|  |  |  |
|  |  |  |

**Are you related to any person who works in a paid or unpaid capacity for Home-Start?**

**YES/NO**

**If yes please give details**

|  |
| --- |
|  |

|  |
| --- |
| If offered this position, do you intend to continue working in any other capacity?**YES/NO** If yes give details |

**Relevant skills, knowledge and experience**

Please use this page to show how you meet each of the essential criteria in the person specification and what evidence you have to show you meet each item.  Please structure your statement adopting the key headings of the person specification.  Please use no more than two continuation sheets.

See Guidance Notes for an example.

|  |
| --- |
|  |

**Immigration, Asylum and Nationality Act 2006**

|  |
| --- |
| Are you eligible to work in the UK?                                    **YES/NO** |

**Rehabilitation of Offenders Act**

|  |
| --- |
| You do not need to provide details of any “spent” convictions as defined by the Rehabilitation of Offenders Act **OR** This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974.   You must therefore disclose any criminal convictions, including spent convictions, suspended sentences and bind over orders  (**delete as appropriate**) |
| Have you ever been convicted of a criminal offence?If yes you may be asked to supply details. | YES | NO |
| This post is subject to criminal record checks at \*standard/enhanced level. |  |  |

\*delete as applicable

**Declaration**

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information I agree that my application details may be held securely by Home-Start \_\_\_\_\_\_\_\_\_\_\_\_.

Signed:

Date: