Zero Tolerance Application form

**Please note:** Use a standard font size point 12 or higher. Do not use blocked capitals. Email [recruitment@zerotolerance.org.uk](mailto:recruitment@zerotolerance.org.uk) if you have any issues filling out this form. Please save the form as a word doc or PDF.

Position applied for:

Personal Details

**Surname**:

**Initials**:

**Address**:

**Postcode**:

**E-mail:**

**Personal telephone number:**

**Work/business telephone number:**

**May we contact you at work?** Yes/No

Data Protection Statement

By signing this application form you are giving your consent to the processing of any sensitive personal data for the purposes of recruitment. Zero Tolerance will securely destroy your personal data no later than six months after the end of the recruitment process unless they have sought and you have given your consent to holding it for longer. The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected on this form with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with our registration as a Data Controller with the Information Commissioner’s Office.

Declaration

**Please read carefully.**

I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.

**Signature**:

**Date**:

Qualifications and/or Training

Please list qualifications or training relevant to the role.

**Name of qualification:**

**Subject:**

**Grade:**

**Name of qualification:**

**Subject:**

**Grade:**

**Name of qualification:**

**Subject:**

**Grade:**

**Name of qualification:**

**Subject:**

**Grade:**

Membership of Professional Institutes

Please list any relevant professional memberships. Include the name of institutes, current status, and date awarded. Add or remove bullet points as needed.

Present Employment

**Name**:

**Address**:

**Start date of role**:

**Job title**:

**Notice required**:

**Description** - Please give a brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the role you are applying for:

**Reason for leaving:**

Previous Employment

Please list all your previous employment and relevant voluntary work or experience, starting with your most recent employer. Please ensure all previous employment is listed, with full dates.

**1. Name of employer:**

**Start date:**

**End date:**

**Address of employer:**

**Job title:**

**Nature of work:**

**Reason for leaving:**

**2. Name of employer:**

**Start date:**

**End date:**

**Address of employer:**

**Job title:**

**Nature of work:**

**Reason for leaving:**

**3. Name of employer:**

**Start date:**

**End date:**

**Address of employer:**

**Job title:**

**Nature of work:**

**Reason for leaving:**

**4. Name of employer:**

**Start date:**

**End date:**

**Address of employer:**

**Job title:**

**Nature of work:**

**Reason for leaving:**

**5. Name of employer:**

**Start date:**

**End date:**

**Address of employer:**

**Job title:**

**Nature of work:**

**Reason for leaving:**

Relevant Skills, Experience, and Abilities

Study the job description and provide **specific examples of your work**, or other activities, which demonstrate your ability or aptitude to undertake the duties of the post. **Relate these clearly to the person specification**.

You may also include any other information that you feel is relevant to your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience.

Continue on a separate sheet if necessary but do not use more than two sides of paper.

Entitlement to Work in the UK

If you are successful in obtaining employment with Zero Tolerance you will be required to provide evidence of your entitlement to work in the United Kingdom.

Rehabilitation of Offenders Act 1974

If relevant to the post, you may be required to complete a Criminal Convictions Declaration Form.

References

Please give the names, addresses, and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be able to comment on your present (or most recent) employment.

Referee 1

**Name**:

**Job title:**

**Relationship to you:**

**Address**:

**Telephone number:**

**Email address:**

**May we contact this person prior to interview?** Yes/No

Referee 2

**Name**:

**Job title:**

**Relationship to you:**

**Address**:

**Telephone number:**

**Email address:**

**May we contact this person prior to interview?** Yes/No

Interview Attendance

Do you need any special provisions, reasonable adjustments, or facilities (including access requirements) in order to be able to attend an interview? Yes/No

If yes, what, if any, type of aids, adaptations, equipment or special arrangements, would you require, to attend an interview (e.g. Interpreter for the Deaf)?

How to Submit your Application

**Please email your application to** recruitment@zerotolerance.org.uk . Include the role you’re applying for and ‘Application’ in the subject header.

We would appreciate it if you would also complete an Equality and Diversity Monitoring Form to assist us in monitoring our practice. However, there is no obligation to do so, and your decision will not influence the recruitment process in any way. Please access the [Equality and Diversity Monitoring Questionnaire via Survey Monkey.](https://www.surveymonkey.com/r/ZTEO25)

If you have any questions, please email [recruitment@zerotolerance.org.uk](mailto:recruitment@zerotolerance.org.uk)