

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post applied for: |      Programme Manager | Closing Date: |       |
| How did you hear about this vacancy? |  | Return application to:  | hr@helpforce.community |

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

### **Confidential**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  |       | Initials:  |       |
| Former surnames if different: |       | Preferred Name or Title (Optional): |       |
| Address:      | Tel No (home):  |       |
| Tel No (business): |       |
|       | Tel No (mobile): |       |
| <Town> | <Post Code> | Fax No: |       |
| E-Mail address: |       | Nat. Insurance No: |       |
| Nationality:  |       | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | ☐ Yes ☐ No | If you already have a work permit, when does it expire?       (Please note that your current work permit may not be valid for this post.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Preferred work arrangements: | ☐ Full-time  | ☐ Job share | ☐ Term time only | ☐ 30 hours a week |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School / College / University | Dates | Examinations taken | Date | Result |
| From | To |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

 |

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| Professional qualifications currently held: how obtained, grade and date       |

|  |
| --- |
| Other relevant educational or training courses, with dates       |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3. PRESENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced:  |       |
| Date Ended (if applicable): |       |
|       |  |  |
| <Town> | <Post Code> |  |  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):      |
| Reason for leaving or wishing to leave: |       |
| Period of notice required to terminate present employment: |       |
| Please notify us of any dates you are available for interview:      |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. PREVIOUS EMPLOYMENT**(Please use the continuation sheet if necessary.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary |
| <Name of Employer><Address 1><Address 2><Address 3><Post Code> |  |  |  |  |  |
| Description of duties: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary |
| <Name of Employer><Address 1><Address 2><Address 3><Post Code> |  |  |  |  |  |
| Description of duties: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary |
| <Name of Employer><Address 1><Address 2><Address 3><Post Code> |  |  |  |  |  |
| Description of duties: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address of Employers | Position held | Reason for leaving | Date Commenced: | Date Ended | Final grade/salary |
| <Name of Employer><Address 1><Address 2><Address 3><Post Code> |  |  |  |  |  |
| Description of duties: |

 |

|  |
| --- |
| * **Read the Person Specification carefully**
* **Give specific examples from your past work experience**
* **Use details of a situation, what you did and the outcome**
* **Write a maximum of 500 words**

**5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB**  |
| **6. OTHER INFORMATION**

|  |  |
| --- | --- |
| I am willing and able to undertake appropriate training and development as required. | ☐ Yes ☐ No |

|  |
| --- |
| What activities outside work interest you? (State any positions held you consider relevant.)      |
| Do you hold a current driving license? | ☐ Yes ☐ No | Do you have access to a car? | ☐ Yes ☐ No |

|  |
| --- |
| **Disabilities** |
| If selected for interview, do you require any special arrangements to be made on account of a disability?  | ☐ Yes ☐ No |
| If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010:       |

|  |
| --- |
| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** |
| Have you any convictions that are not spent under Rehabilitation of Offenders Act?  | ☐ Yes ☐ No |
| If Yes, please provide further details: (Spent convictions do not have to be declared)      |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7. REFERENCES**

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Title (Mr, Mrs etc):  |       | Title (Mr, Mrs etc):  |       |
| Full Name:  |       | Full Name:  |       |
| Job Title:  |       | Job Title:  |       |
| Organisation:  |       | Organisation:  |       |
| Address:      | Address:      |
|       |       |
| <Town> | <Post Code> | <Town> | <Post Code> |
| Tel No:  |       | Tel No:  |       |
| E-mail address:  |       | E-mail address:  |       |
| Fax No:  |       | Fax No:  |       |
| Please state if we may obtain this reference prior to interview. | ☐ Yes☐ No | Please state if we may obtain this reference prior to interview. | ☐ Yes☐ No |

 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8. DECLARATION**

|  |
| --- |
| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. |
| Signature:  |  | Date:  |       |
| Name:  |       |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the General Data Protection Regulations and will be processed solely in connection with recruitment. Please see our Privacy Notice for further information. |

 |