

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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Full-time <input type="checkbox"/> Job share <input type="checkbox"/> Term time only <input type="checkbox"/> 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:					

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<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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.