|  |  |
| --- | --- |
| |  | | --- | | Post Title:  Closing Date: |     Application Form  Please note that the information provided on this form will be processed with the Data Protection Act 1998.  You should complete all sections in black ink or electronically. We will use this form to help us decide your suitability for the job so please make sure it is accurate and complete. You should read the enclosed notes prior to completing the form, including job description and person specification, Dv8 Safer Recruitment policy and Dv8 Sussex Child Protection policy statement. Additional information and a complete list of published list of Dv8 Sussex policies can be found on our website, [www.dv8sussex.com](http://www.dv8sussex.com/policies-and-procedures/).  Please note that late applications will not normally be considered. |
| Personal Details  **Title:** Mr/Mrs/Ms/Miss/Other (Please State)  **Forname(s):**  **Surname:**  **Any previous name(s):**  **National Insurance Number:**  **Address:**  **Postcode:**  **Home Telephone:**  **Work Telephone:**  **Mobile:**  **Fax:**  **Email:** |

|  |
| --- |
| Availability  Please tell us when you unavailable to attend test/interview in the next six weeks. We are not always able to offer alternative dates so please make arrangements to be available on test or interview dates, where advertised. |
| Disabled job applicants  Positive action and access requirements  Wherever possible, we will make reasonable adjustments to ensure that disabled applicants are not disadvantaged in our recruitment and selection process. When we talk about reasonable adjustments, we mean making provisions or alterations to the test or interview to remove any barriers faced by disabled applicants. Tell us here about any access requirements you may have, or reasonable adjustments you would like us to consider, should you be invited for an interview or test for this post. |

|  |
| --- |
| Employment  Current employer (or last employer if you are not currently employed)  Please give details of your current employer (or last employer if not currently employed) along with a brief description of your duties. You should note that we may ask your employer to confirm the details you provide in your application in a job reference  **Job Title:**  **Employer’s name and address:**  **Name and position of your manager:**  **Date started:**  **Notice required or date left:**  **Brief description of duties:**  **Pay and other benefits:**  **Reason(s) for leaving:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous employment  Give details here of all previous periods of employment with the most recent first. We may check the information you have given or may request a reference from any of your previous employers. | | | | |
| Employer | Job title | From | To | Reason for leaving |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Voluntary or unpaid work  Please tell us about any voluntary or unpaid work you are currently involved with or have been previously. | | | | | |
| **Organisation** | | **Role** | | **From** | **To** |
|  | |  | |  |  |
| Gaps in employment  Tell us about any gaps in your employment history. | | | | | |
| **From** | **To** | | **Reason** | | |
|  |  | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Relevant qualifications and membership of professional bodies  You should only complete this section if a qualification and/or membership of a professional or technical body is an essential/desirable requirement on the Person Specification. You should include details of any comparable overseas qualifications. | | | | | |
| **School/College/University** | **From** | **To** | **Qualifications gained** | | **Level e.g**  **GCSE** |
|  |  |  |  | |  |
| **Professional Body** | **Membership No.** | | **Membership Status** | | **Since** |
|  |  | |  |  | |

|  |
| --- |
| Supporting Evidence  **Please tell us how you meet the requirements detailed in the enclosed person specification.** These are listed as essential Criteria (E) and Desirable Criteria (D).  Give as much relevant evidence as you can in support of each of these criteria. You should include examples from paid, unpaid or voluntary work, or details of relevant training or short courses.  Continue on additional sheets if required and attach them securely to your application form. Curriculum Vitaes (CV’s) are **not** accepted. |

|  |
| --- |
| Verification Information  Please note that answering yes to the questions in the verification information section will not necessarily prevent you from being considered for the post.  **Disciplinary action:**  Have you been the subject of a formal disciplinary sanction in your current employment?    Yes No  Are you in the process of on-going disciplinary action in your current employment?    Yes No  Have you been the subject of a formal disciplinary sanction in any previous employment?    Yes No  DV8 Sussex may discuss the reasons for this with you and your current or previous employer should you be called for interview.    Yes No  **Driving License**  Only fill in this section if a driving license is an essential requirement on the enclosed Person Specification.  Do you hold a current driving licence?    Yes No  If YES, please state which type (e.g Full, Provisional, PSV etc):  Do you have any current motoring convictions?      Yes No  If you have answered yes to this question, please provide details in a sealed envelope marked ‘CONFIDENTIAL’ showing your name and the post number you have applied for. Answering yes will not necessarily prevent you from being considered for the post. |

|  |
| --- |
| Criminal Record  Please read the ‘Employment of people with criminal records’ section within the application pack notes before completing this section.  The Rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. The post you are applying for is exempt from this Act due to the nature of the work being undertaken. This means you are NOT entitled to withhold information about convictions, cautions, reprimands and final warnings, which for other purposes would be regarded as spent.  If you unsure about whether to include any details in this section, please contact HR/Personnel section for the post you are applying for. Refer to the application pack notes for contact details.  Have you been convicted by the courts, cautioned, reprimanded or warned for any criminal offence?    Yes No  Are you currently the subject of any police investigations following allegations made against you?    Yes No  Are you included on either the Children or Adults lists of individuals considered to be unsuitable for working with children or adults?    Yes No  If you have answered yes to any of the above questions, please give details or offences, penalties, dates and country in which they occurred, or of allegations made against you, in a sealed envelope marked with your name and the post number you have applied for, and attach this to your completed application.  Answering yes will not necessarily prevent you being considered for this post.  Do you have a current DBS?    Yes No  Please note: Should you be successful in this role, a mandatory DBS check will be carried out in order for you to take up your position at Dv8 Sussex. |

|  |
| --- |
| References  You should provide details of two people who are prepared to act as referees for you. Your first referee should be your current manager (or last manager if not currently working). If you have just left full time education, you should give details of your course tutor. Please indicate in all cases their relationship to you, e.g. manager, supervisor etc. Referees will normally contacted for applicants shortlisted to attend for interview (unless your application form has been marked to show an approach should not be made at that time). You should ensure your referees are in a position to respond promptly. Please note that references from family members or colleagues will not be accepted.  **First Referee**  Name:  Relationship to you:    May we contact prior to interview? Yes No\*  Position held by referee:  Organisation:  Address:  Postcode:  Telephone:  Email:  **Second Referee**  Name:  Relationship to you:    May we contact prior to interview? Yes No\*  Position held by referee:  Organisation:  Address:  Postcode:  Telephone:  Email:  \*Please note: We will normally take up references prior to interview unless otherwise notified. Should you be successful in your application, two references will be required prior to any formal job offer. |

|  |
| --- |
| Declaration  By signing this declaration you are confirming the statements given below which may be referred to if required in the future.  I confirm that the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information. I have not canvassed any employee either directly or indirectly in connection with this application. I understand that the deliberate falsification of information, failure to disclose relevant information or act of canvassing on my part, may lead to my application being rejected, any offer of employment being withdrawn, or actual appointment being terminated.  I give consent for DV8 Sussex to examine details of my attendance record over the last two years, including periods of sickness and the reasons behind them, for reference purposes, and held in accordance with the Data Protection Act 1998. I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.  Signed:  Date: |